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ABSTRACT

Short-term programs, from technical courses for beginners to executive development programs for professionals, are described that are accessible to or specially designed for foreign nationals. The 875 academic, vocational, and professional programs represent 17 major and 46 minor fields of study. For each program, information is provided on: sponsor's name, program title, subjects and unique program features, beginning or ending dates or duration of sessions and the registration period, location of instruction, methods of instruction, eligibility, cost, availability of scholarships, type of housing offered, application deadlines, contact persons, program numbers, and program highlights. An introduction to the directory covers government regulations, arrival in the United States, travel, the International Student Identity Card, housing and hospitality, and costs and scholarships. Also provided is information on U.S. service organizations that provide housing, study programs, counseling, information services, and publications. A nine-page annotated bibliography and sponsor and state indexes are included. (SW)

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Specialized Study Options U.S.A.

A guide to short-term
programs for foreign nationals

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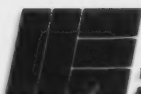
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Barbara Cahn Connotillo, Editor

Christine Johnson, Associate Editor

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800 UNITED NATIONS PLAZA, NEW YORK, N.Y. 10017

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INTRODUCTION

In response to the increased interest of foreign nationals to pursue short periods of postsecondary, specialized study in the United States, the Institute of International Education (IIE) researched and published this directory.

The programs found within this book are designed with a specific vocational, professional, or academic focus. They are self-contained, therefore requiring no prerequisites or follow-up courses, and they range in length from two weeks to one year.

Standard graduate and undergraduate courses will not be found in *Specialized Study Options U. S. A.* Information on these courses is readily available in the catalogs of individual colleges and universities. Short-term programs offered by the United States Government are also not included since these programs are easily located in directories published and distributed by the government.

The volume of professional seminars and conferences prevented their inclusion in this directory. Thousands of such regularly scheduled events, usually one day to one week in duration, are sponsored by corporations, organizations, institutions, and colleges and universities each year. Often seminars and conferences sponsored by private corporations and professional associations are open only to employees or members.

To those who wish to find out more about these events, it is suggested they write directly to the professional organization or institution for information regarding offerings and requirements for participation. Several of the books listed in the Bibliography (the *Encyclopedia of Associations* in particular) should prove useful in this endeavor.

Foreign nationals interested in pursuing specialized, short-term programs conducted in the United States during the summer (April through September) are requested to consult IIE's *Summer Learning Options U. S. A.*, which lists over 300 short-term learning opportunities. (To order see page 345.)

In reporting programs, many sponsors indicated that they can design, by request, programs to meet individual or group needs. A limited number of such programs are included in this directory. However, other institutions, for example Eastern Michigan University, will design programs through its continuing education department to meet the needs of groups upon request. Oklahoma State University also indicated that they have a range of programs in agriculture, veterinary medicine, education, business, home economics, science, engineering, and technology that, while not regularly scheduled, can be made available upon a group's request. Readers interested in such tailored courses are encouraged to contact specific institutions directly.

In addition, many organizations, colleges and universities offer intensive English-language programs during the academic year. Descriptions of over 300 such programs are listed in IIE's *English Language and Orientation Programs In the United States*. (To order see page 345.)

GOVERNMENT REGULATIONS

All foreign nationals except Canadians need a passport issued by their own government and a visa issued by a U.S. embassy or consulate to enter the United States.

Foreign nationals who travel to the United States to become full-time students generally qualify for an F-1 or "foreign student" visa. To obtain an F-1 visa, the student must present to a U.S. consular officer evidence of acceptance as a full-time student by a recognized U.S. school or special education program, evidence of good health, and evidence of adequate financial support to cover expenses for the proposed period of study. Form I-20A, "Certificate of Eligibility for Non-Immigrant Student Status," which is issued by a

U.S. school or special education program, is sufficient evidence of acceptance. Some U.S. colleges and universities may issue a Form I-20 for their short-term study programs.

Students who come to the United States under certain grant or scholarship programs may qualify for a J-1 or "exchange visitor" visa. In order to obtain a J-1 visa for entry into the United States, students must present Form IAP-66, "Certificate of Eligibility for Exchange Visitor Status," obtainable from the sponsor of the grant. Sponsors may be educational, private, or government organizations.

Students enrolling in a vocational training institution (other than English-language training) may apply for an M-1 visa to enter the United States by presenting Form I-20M along with evidence of good health and adequate financial support to the United States consular officer. An M-1 student is eligible to remain in the United States for the duration of a vocational training course or for one year, whichever is less. An M-1 student, however, can neither change educational objective nor convert to F-1 status.

Foreign nationals planning to participate in a short-term program may enter the United States on a B-2 or "temporary visitor for pleasure" visa. This is more generally referred to as a "tourist visa." Under this visa, foreign nationals may be admitted to the United States for an initial period of six months and may apply for an extension of stay in six-month increments.

In addition to these U.S. regulations, there may be various regulations in the applicant's home country that affect travel to the United States. These should be investigated early. Applicants should ask at a U.S. consulate about specific visa requirements when they begin to plan their short-term study. They will not, however, be granted a student visa until they receive documentation from a U.S. institution or organization showing that they have been accepted by a short-term educational program.

PRACTICAL INFORMATION FOR FOREIGN VISITORS

Foreign nationals may find general information about academic and non-academic life in the United States through a variety of sources. A publication specifically designed for the foreign visitor is *Living in the U. S. A.* (See the Bibliography for details of all books mentioned in the Introduction.) This book, aimed at foreign nationals planning extended visits, discusses U.S. customs and culture and provides practical information on climate, food, money, health, and housing.

IIE's *Study in U.S. Colleges and Universities* and the College Board's *Entering Higher Education in the United States* provide general information about U.S. higher education, including advice on application procedures. Another useful publication, also published by the College Board, is *Financial Planning for Study in the United States*, which provides information on costs of study and living expenses. Some or all of these books may be consulted at counseling centers overseas such as offices of IIE, the U.S. Information Service (USIS), and Fulbright Binational Commissions.

ARRIVAL IN THE UNITED STATES

If notified in advance, the International Student Service (ISS) will meet students at ports of entry in 18 cities across the United States. Representatives from ISS meet students at their ships or planes, help them make connecting travel arrangements, find overnight accommodations at their port of entry, and provide various other services upon request. Any student from overseas who plans to arrive at a major port of entry and who wishes to be met should contact the International Student Service (see page 343) well in advance of their arrival. No fee is charged for ISS' service.

TRAVEL

Costs listed in this directory do not include roundtrip travel expenses to and from the site of the course. Arrangements for travel to the United States should be made at least one month before departure. If the program requires a prolonged stay in the United States, it is a good idea to arrive at least one week before classes begin in order to arrange for housing and to become accustomed to new surroundings.

To learn about local points of interest and tourist attractions, visitors can contact a travel agent, chamber of commerce, city council, mayor's office, or library of a town or city. Frequently, chambers of commerce publish guides to special events in their state.

Special rates are available to foreign visitors for travel within the United States. The Greyhound Bus Lines' "Ameripass" and Trailways Bus System's "Eaglepass" offer unlimited

travel by bus at a fixed rate for a specific period. The rates are about \$189 for seven days, \$249 for 15 days, and \$349 for one month. Both Ameripass and Eaglepass may be purchased from travel agents in the United States or from the bus companies. Amtrak, the National Railroad Passenger Corporation, sells an unlimited-travel rail pass to foreign visitors that must be purchased in their native country before arrival in the United States. The rates are \$250 for one week, \$375 for two weeks, \$500 for three weeks, and \$625 for one month. The Council on International Educational Exchange (CIEE—see page 343) can assist foreign visitors with low-cost bus and rail transportation, tours and any other travel needs. CIEE's book *Where to Stay USA: From \$3 to \$25 a Night* is a necessity for any foreign visitor who wants to spend some time traveling within the United States.

TRAVEL FOR THE PHYSICALLY DISABLED

The U.S. Department of Transportation (Washington, D.C. 20591), the U.S. Travel Service (U.S. Department of Commerce, Washington, D.C. 20230), and similar organizations provide information about travel for the handicapped.

Travel Ability. A guide for physically disabled travelers in the U.S., one of several books for the disabled, has information about travel agents who specialize in dealing with the disabled and provides listings of hotels with facilities for disabled persons.

Disabled travelers should make reservations well in advance of their arrival in the United States, and inform reservations clerks if they will need special assistance. It is wise for disabled travelers to arrive at travel terminals earlier than the normally suggested check-in time.

THE INTERNATIONAL STUDENT IDENTITY CARD

The International Student Identity (I.D.) Card grants holders certain benefits, such as discounts on transportation, accommodations, restaurants, theaters, bookstores, record shops, clothing stores, museums, and cinemas. The amount of the discount varies. A 25 percent discount on over 1,200 accommodation facilities including hotels, motels and 'bed & breakfast' networks throughout the United States can be obtained by purchasing a "Where to Stay: USA Card" or by purchasing and affixing a "Where to Stay: USA Sticker" to the International Student I.D. Card. The International Student I.D. Card may be obtained for a nominal fee from nonprofit travel organizations affiliated with the International Student Travel Conference (ISTC). ISTC and CIEE offices are listed in the 1984 *Student Travel Catalog*, available free from CIEE. "Where to Stay: Cards" or "Stickers" are available from CIEE or any of their travel offices (see page 343).

HOUSING AND HOSPITALITY

Many of the programs in this book either arrange housing for their participants or help to find housing. Participants may be housed in college or university residence halls, called dormitories, or apartments that are owned and operated by the school. They may also be housed in apartments, furnished rooms, or hotels. There is generally one fee for a room and an additional fee for meals. (This may include all or only some meals.) Entries in this book note whether housing is provided in a program and the type of housing provided.

Participants who wish to live with a family during their stay should contact one of the organizations that arrange homestay programs for foreign nationals. Descriptions of such organizations can be found in the Appendix.

If housing is not provided, there are several alternative sources of housing. The Young Men's Christian Associations (YMCAs) and the Young Women's Christian Associations (YWCA's) are organizations that frequently provide low-cost housing. YM and YWCA's are nondenominational, despite their names, and often provide sports and recreational facilities and inexpensive restaurants in addition to lodging. Information on these accommodations may be found in the booklet *The Y's Way to Visit the USA and Canada*.

An International House is a special residence where both international and U.S. students live. These houses are located in several major cities. Although many of them admit students only for the full academic year, some may house students during the summer. Even if there is no available space, an International House can usually be relied on to help visitors adjust to a strange city and may invite visitors to social activities.

There are several books that furnish housing and hospitality information. CIEE's guide, *Where to Stay USA: From \$3 to \$25 a Night*, gives information on alternative accom-

modations, such as youth hostels and low-cost motels. In addition, the book features a state-by-state guide for foreign visitors. Michael Frome's *Hosteling USA* provides information on hostels and a state-by-state guide to planning a hostel trip. *The Hotel and Motel Red Book*, issued annually, is the official directory of the American Hotel and Motel Association. It includes a state-by-state listing of hotels, motels, and resorts in the United States and is useful for planning travel around the country.

Organizations that provide services for local foreign nationals can be found in some major cities of the United States, such as New York City, Boston, Chicago, and Philadelphia. New York's Metro-International Program Services of New York, Inc. (356 W. 34 St., New York, N.Y. 10001; 212-695-9458), formed with the cooperation of 85 colleges and universities and international service agencies in the area, helps thousands of international students deal with the problems of living and studying in the New York metropolitan area.

The World Affairs Council of Boston, Curtis-Saval International Center (22 Battery-march St., Boston, MA 02109; 617-482-1740), provides resources for visiting students and scholars in Boston-area institutions. Similar organizations include the International Visitors of Chicago (116 South Michigan Ave., Chicago, IL 60605; 312-382-5875), and International House of Philadelphia (3701 Chestnut St., Philadelphia, PA 19104; 215-387-5125).

COSTS AND SCHOLARSHIPS

There are several variables that determine how high or low the cost of a program will be. The greater the services included in the total cost of a program, the higher that cost is likely to be. For example, if meals and housing are included, the cost will of course be higher. Conversely, if the price includes only tuition, the amount listed will be lower. For example, the six-week program that costs \$1,200 but includes books, materials, meals, housing, and health insurance is likely to be less expensive than the six-week program that costs \$600 for tuition only.

If the program cost does not include food and housing, then students must estimate their personal expenses and plan their finances accordingly. Housing in hotels is usually more expensive than housing in dormitories or apartments because hotels usually charge a daily rate. Housing in dormitories is often less expensive and more convenient to the course site, but probably is not available if a program is sponsored by a trade or technical school or a professional association. Apartments are often difficult to find, expensive, and usually impractical for short periods of study. The Institute of International Education's annual publication, *Costs at U.S. Educational Institutions*, lists approximate monthly living expenses for students in the United States. These estimates include room, board, and incidentals and make no distinction between on- and off-campus living. For example, the average monthly living expense at an urban Eastern university is about \$625, while a student attending a technical school program in the rural South will need approximately \$535 per month. This guide is helpful for foreign nationals who have little knowledge of the area where they will live and study.

Financial assistance for foreign nationals is very limited. An award might be a partial or full scholarship. Available scholarships are listed in the entries that follow.

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HOW TO USE THIS BOOK

The program information for this directory was obtained through questionnaire surveys conducted by IIE in December 1983. Questionnaires were sent to all accredited U.S. colleges and universities, independent schools and colleges, trade and technical schools, and professional associations. IIE contacted approximately 1,300 professional associations, 2,900 colleges and universities, 800 independent schools and colleges, and 700 trade and technical schools.

Programs are numbered consecutively from 1 to 875 and are divided into 16 fields of study. These fields are further divided by subfields. All program entries are listed alphabetically by sponsor within the subdivisions.

Each entry relays information provided to IIE by program sponsors. The information is set out as follows:

1. **PROGRAM NUMBER.** Used in the Sponsor and State indexes to designate programs.
2. **SPONSOR'S NAME.** Either a college, university, technical school, or professional association (organization that offers courses relevant to its field).
3. **PROGRAM TITLE.** Will not always appear, as some programs have no specific title.
4. **SPECIALIZATION.** Specific subjects program focuses on; unique program features or criteria that sponsor wished to emphasize.
5. **DATES.** Either dates of the beginning and end of sessions or the duration of sessions and the registration period (e.g., Nine months: classes begin monthly).
6. **INSTRUCTION.** Location of instruction including the city and state in which the program is held. (This may differ from the location of the sponsoring organization.) Whether the program is held on campus, at school, or at a professional work site or a combination of these areas. Methods of instruction (e.g., discussion groups, lectures, computer-assisted instruction, etc.).
7. **HIGHLIGHTS.** Some or all of the information below is included in the following order:

The year the sponsor first offered this short-term program or first offered short-term programs, whether the program will be offered in 1985.

Whether a certificate or other written documentation is awarded upon program completion, and the necessary requirements.

Whether an internship or practical training is a program component and if participants are paid.

Type of certificate of eligibility issued for obtaining visas.

Whether a foreign student adviser/counselor is available and the types of support services offered.

Maximum enrollment and the percentage of foreign enrollment in 1983.

Whether the program is evaluated and if evaluations are available.

8. **ELIGIBILITY.** The academic, professional, specific skills or aptitude, and English-language standards or levels required of applicants.

9. **COST.** The cost of the program and what it covers—tuition, housing, meals, books (may reflect program-related materials), local transportation, or health insurance. If cost covers tuition, housing, meals, and books the term "inclusive" is used.

10. **SCHOLARSHIP.** Availability of scholarships.

11. **HOUSING.** Type of housing offered or, if not provided, whether sponsor assists in locating housing.

12. APPLICATION. Deadline for application; fee or deposit required and whether this fee is refundable; and scholarship application deadline where relevant.

13. CONTACT. Person or office to contact for information and application forms. Please do not send applications or requests for information to IIE.

TERMS. "Not given" means that the sponsor did not provide the necessary information. "None" indicates that this category is not applicable to this program.

Note: The Institute of International Education is not in a position to evaluate programs. Inclusion of programs in this directory does not imply approval by the Institute, nor does an omission imply its disapproval. Though it has made every effort to check the information provided, the Institute cannot be responsible for the accuracy of that information.

AGRICULTURE

1 ARAPAHOE COMMUNITY COLLEGE

SEASONAL PARK RANGER

Specialization: Law enforcement in state and local parks and national forests.

Dates: Five weeks: July to Aug. and Oct. to Nov.

Instruction: *Location* Littleton, Colorado: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, science labs, independent study/research. *By* professional guest speakers/lecturers.

Highlights: New Program. Program will be offered in 1985. Certificate upon completion of 200 hours of training. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. A foreign student counselor/adviser is available for counseling, tutoring, orientation and ESL instruction. 30 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* two years' experience; minimum age is 21 years. *Language* English proficiency on advanced level is required. TOEFL: 485 or Univ. of Michigan Test: 75.

Cost: \$600 for tuition, books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* May 1. *Fee* not given.

Contact: Donald Heller, Coordinator, Seasonal Park Ranger Academy, 5900 S. Santa Fe Dr., Littleton, CO 80120. (303) 797-5873.

2 DAWSON COMMUNITY COLLEGE

AGRI-MECHANICS TECHNOLOGY

Specialization: Developing practical skills used in the maintenance and repair of farm equipment.

Dates: Sept. to June.

Instruction: *Location* Glendive, Montana: on campus. *Methods* lectures, case studies, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$4,595 inclusive.

Housing: In apartments.

Application: *Deadline* not given. *Fee* \$10; not refundable.

Contact: Katherine H. Urbanec, Director of Admissions, Dawson Community College, P.O. Box 421, Glendive, MT 59330. (406) 365-3396, ext. 31.

2 AGRICULTURE 3-5

3 ECONOMICS INSTITUTE

AGRICULTURAL ECONOMICS

Specialization: Adjusted to prior levels of professional training and individual goals. Includes visits to business and government offices and farms.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27 or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate supported by official course transcript. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for general and academic advising. 100 total participants in short-term programs; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* three to 10 years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

4 ECONOMICS INSTITUTE

AMERICAN AGRICULTURE

Specialization: Adjusted to prior levels of professional training and individual goals. Includes visits to business and government offices and farms.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27 or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate supported by official course transcript. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for general and academic advising. 100 total participants in short-term programs; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* three to 10 years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

5 ECONOMICS INSTITUTE

RURAL DEVELOPMENT

Specialization: Adjusted to prior levels of professional training and individual goals. Includes visits to business and government offices and farms.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27 or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted

instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate supported by official course transcript. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for general and academic advising. 100 total participants in short-term programs; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* three to 10 years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

6 ARTHUR D. LITTLE MANAGEMENT EDUCATION INSTITUTE

Specialization: Strategic planning and management of agribusiness.

Dates: April 23 to June 1.

Instruction: *Location* Cambridge, Massachusetts: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips. *By* institute faculty, practicing consultants.

Highlights: New Program. Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, orientation, and social activities. Program is evaluated; evaluations are available to prospective participants under special circumstances.

Eligibility: *Academic* bachelor's degree (may be waived). *Professional* two to five years' experience preferred. *Language* English proficiency on intermediate level is required. TOEFL: 500. (Testing usually not required.)

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Judith H. Francis, Admissions Coordinator and Registrar, Arthur D. Little Management Education Institute, 35 Acorn Park, Cambridge, MA 02140. (617) 864-5657. Telex: 921436.

7 McHENRY COUNTY COLLEGE

AGRICULTURE PRODUCTION MANAGEMENT CERTIFICATE PROGRAM

Specialization: Agricultural production.

Dates: One year: classes begin Jan., June, and Aug.

Instruction: *Location* Crystal Lake, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Practical training may be a program component. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. Foreign student support services are available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.

4 AGRICULTURE 8-10

Cost: \$25 per credit hour for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six weeks prior. *Fee* \$8; not refundable. *Scholarship application deadline* none.

Contact: John Adelman, McHenry County College, Crystal Lake, IL 60014. (815) 455-3700.

8 NEW MEXICO STATE UNIVERSITY

Specialization: Training programs available in agricultural management.

Dates: Two weeks to one year. To be arranged through mutual agreement.

Instruction: *Location* Las Cruces, New Mexico: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; programs will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN, 1AP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for orientation. Social and cultural activities are available. 15 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* two years' experience. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: Varies.

Housing: In dormitories, apartments.

Application: *Deadline* open. *Fee* \$10; not refundable.

Contact: Dr. Paul E. Huntsberger, Coordinator, International Education, Programs and Student Services, Box 3567, New Mexico State University, Las Cruces, NM 88003. (505) 646-4735. Telex: 910-983-0549.

9 NORTHEASTERN JUNIOR COLLEGE

Specialization: Agribusiness.

Dates: Sept. to May.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

10 NORTHEASTERN JUNIOR COLLEGE

Specialization: Farm and ranch management. Emphasis on computer skills.

Dates: Sept. to May.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program

component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

11 NORTHEASTERN JUNIOR COLLEGE

Specialization: Production agriculture.

Dates: Sept. to May.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

12 NORTHEASTERN OKLAHOMA A&M COLLEGE AGRICULTURAL SCIENCE

Specialization: Plant science, animal science, agricultural engineering, agricultural economics, soil science.

Dates: Aug. to June.

Instruction: *Location* Miami, Oklahoma: on campus. *Methods* lectures. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. A foreign student counselor/adviser is available for counseling and immigration. A one-semester orientation course is required.

Eligibility: *Academic* secondary school. *Professional* none. *Language* TOEFL; placement test for English proficiency upon arrival.

Cost: About \$3,221 inclusive.

Housing: In dormitories.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Admissions and Registrar, Northeastern Oklahoma A&M College, Miami, OK 74354.

13 OHIO STATE UNIVERSITY AGRICULTURAL TECHNICAL INSTITUTE

Specialization: Special training programs can be designed to meet student's or group's needs and the degree of agricultural development of the native country. Predesigned programs available in agricultural mechanics, beekeeping or soil and water conservation.

Dates: Varies. Short-term programs: six to nine months; seminars: three to four weeks.

Instruction: *Location* Wooster, Ohio: on campus; at agricultural work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, science labs. Simultaneous trans-

6 AGRICULTURE 14-15

lation in Spanish or French available for seminars. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; programs will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and orientation. 75-100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred. TOEFL: 500.

Cost: \$11,000 for six-month short-term inclusive; \$3,000 for one-month seminar inclusive.

Housing: In dormitories.

Application: *Deadline* three months prior for short-term, one month prior for seminar. *Fee* none.

Contact: Dr. George M. Kreps, Agricultural Technical Institute, Ohio State University, Wooster, OH 44691. (216) 264-3911. Cable: ATI Wooster, OH.

14 PARKLAND COLLEGE

AGRIBUSINESS CERTIFICATE

Specialization: Agri-marketing, agri-supply, and agri-production.

Dates: Aug. to June.

Instruction: *Location* Champaign, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1985. Certificate upon completing 31 semester hours. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and international student organization. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 470.

Cost: About \$10,300 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

15 PORTLAND COMMUNITY COLLEGE

LANDSCAPE TECHNOLOGY

Specialization: Installation, maintenance and management.

Dates: One year: classes begin June, Sept., Jan., and April.

Instruction: *Location* Portland, Oregon: on campus; at business sites. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, science labs. *By* college faculty, industry guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate upon completion of 45 credits. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for language training, tutoring and counseling. 60 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$25; not refundable.

Contact: Patty Wilson, Portland Community College, 12000 S.W. 49, Portland, OR 97219. (503) 244-6111.

16 PURDUE UNIVERSITY

WINTER COURSES IN AGRICULTURE

Specialization: The latest practical knowledge generated by research and Agricultural Experiment Station on improvements in individual farm efficiency.

Dates: Jan. 1 to Feb. 28.

Instruction: *Location* West Lafayette, Indiana: on campus. *Methods* lectures, demonstration labs at university farms. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1886; program will be offered in 1985. Certificate. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* knowledge of practical farm production. *Language* English proficiency on intermediate level is required.

Cost: \$2,000-3,000 inclusive.

Housing: In hotels.

Application: *Deadline* Jan. 1. *Fee* none.

Contact: Jack Long, School of Agriculture, Agricultural Admin. Bldg., Purdue University, West Lafayette, IN 47907. (317) 494-8472.

17 ROGUE COMMUNITY COLLEGE

WOODLAND MANAGEMENT

Specialization: Forestry. Training in surveying, timber measurements and forest practices used in management of woodlands.

Dates: Sept. 30 to June 15.

Instruction: *Location* Grants Pass, Oregon: on campus; at work site. *Methods* lectures, case studies, field trips, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon passing field tests and written examinations. Practical training is a program component; participants are paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 40 participants; 10% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic* secondary school. *Professional* outdoor-oriented persons preferred. *Language* English proficiency on beginning level is preferred.

Cost: \$2,500 for tuition, books. **Scholarship:** Full, partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* by registration date. *Fee* not given. *Scholarship application deadline* not given.

Contact: Philip B. Wickham, Rogue Community College, 3345 Redwood Highway, Grants Pass, OR 97527. (503) 479-5541, ext. 216.

18 SOUTHERN UNIVERSITY

THE ESTABLISHMENT AND
MANAGEMENT OF AGRICULTURAL
COOPERATIVE ORGANIZATIONS

Specialization: Alternative methods to coordinate small-scale farming in production and marketing cooperatives. Includes leadership and management procedures designed to keep cooperatives viable.

Dates: Sept. 17 to Oct. 26.

Instruction: *Location* Baton Rouge, Louisiana: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips. *By* college faculty, cooperative managers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training is a program component. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Student support services are available. 25 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

8 AGRICULTURE 19-20

Eligibility: *Academic* some undergraduate work. *Professional* interest in community organization and development. *Language* English proficiency on intermediate level is required.

Cost: \$4,326 inclusive.

Housing: In hotels.

Application: *Deadline* July 15. *Fee* not given.

Contact: David P. Winkelman, OICD, Room 4118, Auditor's Bldg., USDA, Washington, DC 20250.

19 UNIVERSITY OF MINNESOTA

PART INTERNATIONAL

Specialization: Production agriculture.

Dates: Four to 12 months; classes begin July, Nov., and March.

Instruction: *Location* North Central States: on campus; at work sites. *Methods* discussion groups, field trips, individualized instruction, "hands-on" training. *By* university faculty, professional production agriculturalists.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Practical training is a program component; participants are paid. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 50% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* one to two years' experience. *Language* English proficiency on beginning level is required.

Cost: About \$335 per month for housing, meals, health insurance.

Housing: In apartments, with families.

Application: *Deadline* two months prior. *Fee* not given.

Contact: Fred Hoefler, 405 Coffey Hall, University of Minnesota, 1420 Eckles Ave., St. Paul, MN 55112. (612) 373-0725. Telex: 29841.

20 UNIVERSITY OF WISCONSIN

FARM AND INDUSTRY

Specialization: Comprehensive program geared towards production. A specialty program in Dairy Farm Management is also available.

Dates: Nov. to March.

Instruction: *Location* Madison, Wisconsin: on campus. *Methods* lectures, field trips, "hands-on" training, science, mechanics, machinery and electricity labs. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1985; program will be offered in 1985. Certificate. Practical training is an optional program component; participants are paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL programs. 200 participants; 14% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* prior interest and background in agriculture. *Language* English proficiency on intermediate level is required.

Cost: \$1,698 for tuition.

Housing: In dormitories.

Application: *Deadline* Oct. *Fee* not given.

Contact: Dean Richard H. Daluge, Farm and Industry Short Course, University of Wisconsin, 105 Agriculture Hall, Madison, WI 53706. (608) 262-3127.

21 UNIVERSITY OF WISCONSIN

INTERNATIONAL EXTENSION
TRAINING SEMINARS

Specialization: Staff from several developing countries share experiences. Problem solving emphasized.

Dates: Sept. 3 to Nov. 9.

Instruction: *Location* Madison, Wisconsin: on campus; at farms, agricultural businesses.

Methods: lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, extension agency staff.

Highlights: Sponsor has offered this short-term program since 1967; program will be offered in 1985. Certificate upon oral reports and term paper. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for travel arrangements and sponsorship information. 20 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* two to three years' experience in an extension position in a ministry or university. *Language* English proficiency on intermediate level is required.

Cost: \$2,905 for tuition, books.

Housing: With farm families (integral program component).

Application: *Deadline* July 31. *Fee* not given.

Contact: James A. Duncan, Technical Leader, International Agricultural Programs, 240 Agri. Hall, 1450 Linden Dr., University of Wisconsin, Madison, WI 53706. (608) 262-2549. Cable: AGRPROGRAMS. Telex: 265452 UOFWISC.

Animal Science

22 COLORADO MOUNTAIN COLLEGE

FARRIER SCIENCE

Specialization: Horseshoeing.

Dates: March to July and June to Dec.

Instruction: *Location* Steamboat Springs, Colorado: on campus; at work site. **Methods:** lectures, case studies, field trips, individualized instruction, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. ESL instruction is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: \$3,480 for tuition, housing, meals.

Housing: In dormitories.

Application: *Deadline* Feb. *Fee* none.

Contact: Admissions Office, Colorado Mountain College-Alpine Campus, P.O. Box 775288, Steamboat Springs, CO 80477. (303) 879-3288.

10 AGRICULTURE 23-25

23 DAWSON COMMUNITY COLLEGE

LIVESTOCK TECHNOLOGY

Specialization: Reproduction in farm animals, feeds and feeding, livestock evaluation, beef, sheep and swine production.

Dates: Sept. to June.

Instruction: *Location:* Glendive, Montana: on campus. *Methods:* lectures, field trips, "hands-on" training. *By:* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional:* not given. *Language:* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$4,595 inclusive.

Housing: In apartments.

Application: *Deadline:* not given. *Fee:* \$10; not refundable.

Contact: Katherine H. Urbanec, Director of Admissions, Dawson Community College, P.O. Box 421, Glendive MT 59330. (406) 365-3396, ext. 31.

24 ELLSWORTH COMMUNITY COLLEGE

SWINE COMPLEX MANAGEMENT

Specialization: Emphasis on practical application in the swine production industry.

Dates: Jan. 7 to March 8 and June 4 to Aug. 3.

Instruction: *Location:* Iowa Falls, Iowa: on campus; at work site. *Methods:* lectures, discussion groups, field trips, "hands-on" training. *By:* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 15 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* none. *Professional:* none. *Language:* English proficiency on intermediate level is preferred.

Cost: \$935 inclusive.

Housing: In dormitories.

Application: *Deadline:* open. *Fee:* \$10; not refundable.

Contact: Phil Rusley, Student Services, Ellsworth Community College, 1100 College Ave., Iowa Falls, IA 50126. (515) 648-4611, ext. 241.

25 ELLSWORTH COMMUNITY COLLEGE

SWINE CONFINEMENT

Specialization: Emphasis on practical skills in the swine production industry. Classroom and field experience.

Dates: Aug. 17 to May 24.

Instruction: *Location:* Iowa Falls, Iowa: on campus; at work site. *Methods:* lectures, discussion groups, field trips, "hands-on" training, computer-assisted instruction. *By:* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 40 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$3,800 inclusive.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$10; not refundable.

Contact: Phil Rusley, Student Services, Ellsworth Community College, 1100 College Ave., Iowa Falls, IA 50126. (515) 648-4611, ext. 241.

26 IOWA LAKES COMMUNITY COLLEGE

DAIRY FARM MANAGEMENT

Specialization: Training for dairy herdsman. Includes lab experience in milking and management of a dairy herd on the college farm.

Dates: Aug. 27 to Aug. 2.

Instruction: *Location* Emmetsburg, Iowa; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are paid. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is not available. 15 participants; no foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$4,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$10; not refundable.

Contact: Dallas Freeman, Director of Admissions, Iowa Lakes Community College, Estherville, IA 51334. (712) 362-2604.

27 NEWBURY JUNIOR COLLEGE

EQUESTRIAN STUDIES

Specialization: Practical experience, riding proficiency and theoretical work.

Dates: Sept. to May.

Instruction: *Location* Boston, Massachusetts; on campus; at stables. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is available for support services and ESL instruction. 50 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: \$1,975 for tuition.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Dr. Gregory S. Kailian, Director of International Student Affairs, Newbury Junior College, 921 Boylston St., Boston, MA 02115. (617) 262-9350.

28 PARKLAND COLLEGE

EQUINE MANAGEMENT CERTIFICATE

Specialization: Facilities, finances, training, health, breeding and feeding.

Dates: Aug. to June.

Instruction: *Location* Champaign, Illinois; on campus; at stables. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1985. Certificate upon completing 31 semester hours. Issues 1-20AB, 1-20MN.

12 AGRICULTURE 29-30

Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling. ESL instruction and International Students Organization. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$10,300 inclusive.

Housing: Not provided, sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

Horticulture

29 DESIGN FLORAL SHOP AND SCHOOL

FLORAL DESIGN

Specialization: Florist trade or floral design.

Dates: Four- or five-week programs; classes begin monthly.

Instruction: *Location* Denver, Colorado; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 5% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$530 for four weeks, \$630 for five weeks for tuition.

Housing: In apartments, furnished rooms; \$50 per week rent.

Application: *Deadline* two weeks prior. *Fee* \$25; refundable.

Contact: Design Floral School, Inc., 3945 Tennyson St., Denver, CO 80212.

30 DUPAGE HORTICULTURAL SCHOOL

GREENHOUSE MANAGEMENT AND PRODUCTION

Specialization: Structured internship assignments in over 30 greenhouse operations in the Chicago area or in Florida.

Dates: Four to five weeks; available Aug. to June.

Instruction: *Location* various greenhouses in Chicago, Illinois and Florida. *Methods* lectures, field trips, "hands-on" training, computer-assisted instruction. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1963; program will be offered in 1985. Certificate. Practical training is a program component; participants are paid. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 55 participants; 8% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* one year's experience in commercial greenhouse. *Language* English proficiency on intermediate level is required.

Cost: \$5,600 for tuition, books.

Housing: In apartments.

Application: *Deadline* July 15. *Fee* \$25; refundable.

Contact: M. R. Richardson, Director, DuPage Horticultural School, 1017 Roosevelt Rd., West Chicago, IL 60185. (312) 231-3414.

31 PACE UNIVERSITY

Specialization: Horticulture and nursery management. Possibility of cooperative education/work study.

Dates: Sept. to June; classes begin Sept., Jan., May, June, and July.

Instruction: Location Pleasantville, New York: on campus; at work site. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, language labs. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL programs and International Student Club available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* one year of general biology. *Professional:* none. *Language:* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$20; not refundable.

Contact: Admissions Office, Pace University, 78 N. Broadway, White Plains, NY 10603. (914) 681-4074.

32 UMPQUA COMMUNITY COLLEGE**HORTICULTURE TECHNOLOGY**

Specialization: Plant identification and propagation, soils and fertilizers, weed and insect control, and landscaping.

Dates: Sept. to June.

Instruction: Location Roseburg, Oregon: on campus. *Methods:* lectures, field trips. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Program may be offered in 1985. Certificate upon completing 48 term units. Practical training is a program component; participants may be paid. Issues I-20AB. A foreign student counselor/adviser is available. English language courses available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on beginning level is required. TOEFL: 500.

Cost: About \$6,306 inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* not given. *Fee:* none.

Contact: Scholarship application deadline: not given.

Joan Knudson, Foreign Student Advisor, Umpqua Community College, P.O. Box 967, Roseburg, OR 97470. (503) 440-4604, ext. 646.

33 VALENCIA COMMUNITY COLLEGE**ORNAMENTAL HORTICULTURE**

Specialization: Interior and exterior use of plants, plant propagation, and nursery operation and management.

Dates: One year: classes begin Aug., Jan., April, and June.

Instruction: Location Orlando, Florida: on campus. *Methods:* lectures, science labs. *By:* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is an optional program component. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for individual advising and ESL programs. International Student Club available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

14 AGRICULTURE 34-35

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on advanced level is required. TOEFL: 510.

Cost: \$1,120 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* 60 days prior. *Fee:* \$10; not refundable.

Contact: Admissions, Valencia Community College, P.O. Box 3028, Orlando, FL 32802. (305) 299-5000.

Irrigation and Water Management

34 COLORADO STATE UNIVERSITY

INTERNATIONAL SCHOOL OF WATERSHED MANAGEMENT

Specialization: Watershed management, soil and water conservation, watershed planning, natural resource management.

Dates: Aug. 22 to Dec. 15 and Jan. 15 to May 11.

Instruction: *Location:* Fort Collins, Colorado: on campus. *Methods:* lectures, discussion groups, field trips, independent study/research. *By:* university faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, immigration, host families, and social activities. 25 participants; 100% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* bachelor's degree. *Professional:* management position in a natural resource agency. *Language:* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$5,150 per semester for tuition, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* one month prior. *Fee:* \$10; not refundable.

Contact: Professor W.D. Striffler, Director, International School of Watershed Management, Colorado State University, Fort Collins, CO 80525. (303) 491-5508.

35 INTERNATIONAL IRRIGATION CENTER

DRAINAGE DESIGN AND SALINITY CONTROL

Specialization: Environmental impact of irrigation, applied soil science, hydrology, water flow through soil, drainage system design (surface and subsurface).

Dates: March 25 to May 5.

Instruction: *Location:* Logan, Utah: field trips to drainage centers in Utah, California, Arizona. *Methods:* lectures, discussion groups, case studies, field trips, "hands-on" training. Instruction available in English and Spanish. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Translators available for Spanish-speaking students. 30 participants; 100% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* bachelor's degree in engineering, agriculture. *Professional:* experience in irrigation and drainage field. *Language:* not given.

Cost: \$3,250 for tuition, books, local transportation.

Housing: In hotels.

Application: *Deadline:* March 12. *Fee:* none.

Contact: Admission Committee, International Irrigation Center, Dept. of Agricultural and Irrigation Engineering, UMC 85, Utah State University, Logan, UT 84322. (801) 750-2800. Telex: 3789426 UTAHSTATE U LOGAN.

**36 INTERNATIONAL IRRIGATION
CENTER****IRRIGATION DISTRICTS
OPERATION AND MANAGEMENT**

Specialization: Development of water resources and planning policies, organization and function of irrigation districts, operation and maintenance of irrigation districts; and management variables.

Dates: Sept. 23 to Nov. 3.

Instruction: *Location* Logan, Utah: field trips to California, Arizona, Mexico. *Methods* lectures, discussion groups, case studies, field trips. Instruction available in English and Spanish. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Translators are available for Spanish-speaking students. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree in engineering, agriculture. *Professional* two years' experience in agriculture, irrigation. *Language* not given.

Cost: \$3,250 for tuition, books, local transportation.

Housing: In hotels.

Application: *Deadline* Sept. 16. *Fee* not given.

Contact: Admission Committee, International Irrigation Center, Dept. of Agricultural and Irrigation Engineering, UMC 83, Utah State University, Logan, UT 84322. (801) 750-2800. Telex: 3789426 UTAHSTATE U LOGAN.

**37 INTERNATIONAL IRRIGATION
CENTER****SOIL AND WATER
CONSERVATION AND MANAGEMENT**

Specialization: Principles of surveying, precipitation characteristics, soil-water-plant relationships, small watershed hydrology, soil and water conservation and management; and measurement of runoff and soil loss.

Dates: Sept. 2 to Oct. 6.

Instruction: *Location* Logan, Utah: on campus; field trips to Colorado, Arizona. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. Instruction available in English and Spanish. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Practical training is a program component. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Translators available for Spanish-speaking students. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree in engineering, agriculture. *Professional* two years' experience in soil conservation management. *Language* not given.

Cost: \$2,750 for tuition, books, local transportation.

Housing: In hotels.

Application: *Deadline* Aug. 25. *Fee* not given.

Contact: Admission Committee, International Irrigation Center, Dept. of Agricultural and Irrigation Engineering, UMC 83 Utah State University, Logan UT 84322. (801) 750-2800. Telex: 3789426 UTAHSTATE U LOGAN.

**38 INTERNATIONAL IRRIGATION
CENTER****WELLS, PUMPS, AND
PUMPING FOR IRRIGATION**

Specialization: Types of pumps, selection of pumps and power units, pump efficiencies, pump design and installation, wells, well drilling, and operation and maintenance.

Dates: Sept. 23 to Oct. 20.

Instruction: *Location* Logan, Utah: field trips to drainage centers in Utah, California, Arizona. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. Instruction available in English and Spanish. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1980; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Translators available for Spanish-speaking students. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree in engineering, agriculture. *Professional* experience in irrigation and drainage field. *Language* not given.

Cost: \$2,250 for tuition, books, local transportation.

Housing: In hotels.

Application: *Deadline* Sept. 16. *Fee* not given.

Contact: Admission Committee, International Irrigation Center, Dept. of Agricultural and Irrigation Engineering, UMC 83, Utah State University, Logan, UT 84322. (801) 750-2800. Telex: 3789426 UTAHSTATE U LOGAN.

39 SOUTHERN ILLINOIS UNIVERSITY

WATER QUALITY CONTROL OPERATION

Specialization: Water supply and wastewater treatment operations.

Dates: Sept. 15 to June 15.

Instruction: *Location* Edwardsville, Illinois: on campus; at work site. *Methods* lectures, case studies, field trips, "hands-on" training. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 40 participants; no foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$2,200 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June 1. *Fee* none.

Contact: Directory Environmental Resource Training Center, Southern Illinois University at Edwardsville, Edwardsville, IL 62026. (618) 692-2030.

AMERICAN STUDIES

40 AMERICAN TRAVEL AND LANGUAGE APPLICATION STUDY (ATLAS)

CULTURAL AWARENESS THROUGH TRAVEL

Specialization: Activity-oriented travel excursions through Southwestern U.S.; river rafting, western trail horseback riding, snow skiing and visits to American Indian reservations. Emphasis on English conversation skills.

Dates: One month: classes begin Feb., March, June, and July.

Instruction: *Location* Flagstaff, Arizona: travel excursions. *Methods* discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: New Program. Program will be offered in 1985. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for cultural adjustment counseling. 45 participants; 100% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on beginning level is preferred.

Cost: \$2,250 inclusive.

Housing: In furnished rooms.

Application: *Deadline* 45 days prior. *Fee* \$300; refundable.

Contact: Cynthia L. Warner, Director, ATLAS, P.O. Box 22086, Flagstaff, AZ 86002. (602) 774-9610. Telex: 215406 TBYTUR.

41 CALIFORNIA STATE UNIVERSITY

Specialization: American government.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location* Fullerton, California: on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 92634. (714) 773-2611.

42 HAWAII HOMESTAY

INDIVIDUAL PROGRAM

Specialization: Direct participation in U.S. life through homestays provide an intensive living-English experience for cultural and language expansion.

Dates: Jan. to Dec.

Instruction: *Location* Honolulu, Hawaii: homes and community. *Methods* individualized instruction. *By* not applicable.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for homestay placement, counseling, interpreters and local information. 100% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* none. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$550 per month for meals, housing.

Housing: With families.

Application: *Deadline* one month prior. *Fee* \$50; not refundable.

Contact: Hawaii Homestay, 4944 #5 Kilauea Ave., Honolulu, HI 96816. (808) 735-5660.

43 HAWAII HOMESTAY

GROUP PROGRAM

Specialization: Daily ESL classes and community excursions are combined with direct participation in U.S. life through homestays.

Dates: Jan. to Dec.

Instruction: *Location* Honolulu, Hawaii: course center; homes. *Methods* discussion groups, field trips, individualized instruction. *By* ESL faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for homestay placement, counseling, and local information. 40 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* none. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$525 per month inclusive.

Housing: With families.

Application: *Deadline* two months prior. *Fee* \$25; not refundable.

Contact: Hawaii Homestay, 4944 #5 Kilauea Ave., Honolulu, HI 96816. (808) 735-5660.

44 HAWAII STUDY TOURS

HAWAII STUDY TOURS—GROUPS

Specialization: Tours providing directed participatory activities designed to introduce students to Hawaiian culture, practices, and ocean recreation.

Dates: April 14 to April 27, June 6 to June 26, and July 4 to July 24.

Instruction: *Location* Honolulu, Hawaii: natural environment. *Methods* lectures, discussion groups, field trips. *By* activity instructors, tour narrators.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for individual counseling. 40 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$300 per week inclusive.

Housing: In dormitories, camps, hotels.

Application: *Deadline* 45 days prior. *Fee* \$50; not refundable.

Contact: Hawaii Study Tours, 4944 #5 Kilauea Ave., Honolulu, HI 96816. (808) 735-5660.

45 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: American studies. Individually designed independent study degree programs available. Requires a residence of undetermined length.

Dates: To be arranged through mutual agreement.

Instruction: *Location* Cambridge, Massachusetts. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Certificate upon completion of 36 credits and final project. Practical training is an optional program component. Issues I-20AB. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$6,200 for tuition.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$35; not refundable.

Contact: Margot Chamberlain, Program Counselor, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 426.

46 UNIVERSITY OF SOUTHERN MISSISSIPPI AMERICAN CONVERSATION AND CULTURE

Specialization: Designed to improve oral language skills while exposing participants to the culture of the U.S. South.

Dates: April 6 to Oct. 5.

Instruction: *Location* Hattiesburg, Mississippi: on campus. *Methods* lectures, discussion groups, field trips, language labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon achieving intermediate language proficiency. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Minimum 10 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$700-\$910 inclusive.

Housing: In dormitories.

Application: *Deadline* one month prior. *Fee* not given.

Contact: Shirley A. Bateman, University of Southern Mississippi, Southern Station Box 5065, Hattiesburg, MS 39406. (601) 266-4338. Telex: USM-CI 469229.

47 XAVIER UNIVERSITY ENGLISH LANGUAGE AND AMERICAN CIVILIZATION

Specialization: Pronunciation, grammar, and conversation combined with American civilization and American literature. Programs available on three different levels depending on English proficiency.

Dates: Eight to 16 weeks: classes begin Jan., June, Sept., and Dec.

Instruction: *Location* Cincinnati, Ohio: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for health services, counseling, and recreation. 75 participants; 75% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

20 AMERICAN STUDIES 47

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 550 or Univ. of Michigan Test: 80.

Cost: \$750 for eight weeks, \$2,100 for 16 weeks for tuition.

Housing: In dormitories, with families.

Application: *Deadline* one week prior. *Fee* \$25; not refundable.

Contact: Dr. Paul Simon or Dr. Matias G. Vega, Romero Center, ELACP Program, Xavier University, College of Continuing Education, Cincinnati, OH 45207. (513) 745-3711.

ARCHITECTURE

48 THE LAMSON COLLEGES, INC.

LAND SURVEYING

Specialization: Scientific measuring operations, graphic representation, and land boundary law.

Dates: April to Sept. and Oct. to April.

Instruction: *Location* Tempe, Arizona: land surveying center; work site. *Methods* lectures, field trips, individualized instruction, "hands-on" training, language labs. *By* professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completing 1,000 clock hours. Practical training is a program component; participants are not paid. *Issues* I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and ESL instruction. 100 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Interview.

Cost: \$3,375 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; refundable.

Contact: Ed Chelini, Director of Admissions, The Lamson Colleges, Inc., 550 W. Washington, Phoenix, AZ 85003. (602) 258-7947.

49 MIDDLE GEORGIA COLLEGE

SURVEYING

Specialization: Engineering design and graphics, mapping and photogrammetry, and plane and route surveying.

Dates: One year: classes begin Sept. 17, Jan. 2, March 21, and June 19.

Instruction: *Location* Cochran, Georgia: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, computer-assisted instruction, labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1932; program will be offered in 1985. Certificate. *Issues* I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

22 ARCHITECTURE 50-51

Cost: \$2,571 for tuition, meals, housing. **Scholarship:** Full, partial.

Housing: In dormitories.

Application: *Deadline* 20 days prior. *Fee* \$5; not refundable. *Scholarship application deadline* 60 days prior.

Contact: Dr. James L. Keenen, Director of Admissions and Registrar, Middle Georgia College, Cochran, GA 31014. (912) 934-6221.

50 UNIVERSITY OF PENNSYLVANIA

Specialization: Master of architecture as a second professional degree. Individualized program.

Dates: Sept. to Aug.; classes begin Sept. and Jan.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, field trips, independent study/research. *By* university faculty.

Highlights: Program will be offered in 1985. Master's degree upon thesis or studio work. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for orientation programs, immigration and personal counseling. Program is not evaluated.

Eligibility: *Academic* bachelor's degree in architecture. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$16,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Feb. 1 and Oct. 31. *Fee* \$30; not refundable.

Contact: Prof. Adele Santos, Chairman, Admissions Committee, Dept. of Architecture, 110 Meyerson Hall, Graduate School of Fine Arts, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-5728. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

Interior Design

51 ACADEMY OF ART COLLEGE

Specialization: Interior design.

Dates: Jan. to Dec. and Sept. to Aug.

Instruction: *Location* San Francisco, California: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction. 35 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$9,000 inclusive.

Housing: In dormitories.

Application: *Deadline* Dec. and Aug. *Fee* \$115; refundable if not accepted.

Contact: Donald A. Haight, Academy of Art, 540 Powell St., San Francisco, CA 94108. (415) 673-4200.

52 EL PASO COMMUNITY COLLEGE COMMERCIAL HOME DECORATION

Specialization: Fundamentals of the commercial home decoration industry.

Dates: Aug. To June.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon completing required 18 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$850 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

53 EL PASO COMMUNITY COLLEGE HOMEMAKERS INTERIOR DESIGN

Specialization: Basic principles and concepts of interior design.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completing required 17 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 450.

Cost: \$680 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

**54 HALL INSTITUTE ARCHITECTURAL-STRUCTURAL DRAFTING
AND INTERIOR DESIGN TECHNOLOGY**

Specialization: In-depth exploration of drafting, design, construction and interior design background.

Dates: 46 weeks: classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one-day "mini-course" given by the institute.

24 ARCHITECTURE 55-57

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* not given. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

55 HALL INSTITUTE

INTERIOR DESIGN TECHNOLOGY

Specialization: Intense background in drafting, design and construction as it relates to architectural drafting as well as the necessary skills to create functional interiors.

Dates: 38 weeks: classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one-day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* not given. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

56 MICHIGAN TECHNICAL INSTITUTE

Specialization: Interior design. Includes drawing, materials, and principles of interior design; marketing; and advertising and salesmanship.

Dates: One year: classes begin Jan., March, July, and Sept.

Instruction: *Location* Ann Arbor, Michigan: at school; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable if not accepted.

Contact: Rachel Badanowski, Michigan Technical Institute, 611 Church St., P.O. Box 8200, Ann Arbor, MI 48107. (313) 769-4516.

57 NEW YORK SCHOOL OF INTERIOR DESIGN

PROFESSIONAL CERTIFICATE PROGRAM

Specialization: Historical framework of interior design, professional skills, resources, and the fundamentals of planning space and color.

Dates: Sept. to May.

Instruction: *Location* New York, New York: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hand-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1929; program will be offered in 1985. Certificate upon completion of 12 credits. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for referral resources and limited language assistance. 8.5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants via counseling sessions.

Eligibility: Academic secondary school. Professional not given. Language English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,045 for tuition, books. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline none. Fee not given. Scholarship application deadline not given.

Contact: Mrs. Deborah O'Kane, New York School of Interior Design, 155 E. 56 St., New York, NY 10022. (212) 753-5365.

58 PACE UNIVERSITY

Specialization: Interior design. Possibility of cooperative education/work study.

Dates: Sept. to June.

Instruction: Location White Plains or Pleasantville, New York; on campus; at work site.

Methods: lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. By university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL instruction and international student club available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline open. Fee \$20; not refundable.

Contact: Admissions Office, Pace University, 78 N. Broadway, White Plains, NY 10603. (914) 681-4074 or Admissions Office, Pace University, Bedford Rd., Pleasantville, NY 10570. (914) 769-3246.

59 PLAZA THREE ACADEMY

Specialization: Interior design.

Dates: One year; classes begin every two months.

Instruction: Location Phoenix, Arizona; at school. **Methods:** lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. By professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon minimum 2.0 grade point average; 85% attendance. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 72 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. Professional none. Language English proficiency on intermediate level is required. Reading and Language Evaluation Examination: 50%.

Cost: \$5,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline open. Fee none.

Contact: Peter Houle, Director of Admissions, Plaza Three Academy, 4343 N. 16 St., Phoenix, AZ 85016. (602) 264-9703.

60 STRATTON COLLEGE

BASIC INTERIORS

Specialization: Residential and contract design combined with a business curriculum.

Dates: One year: classes begin Oct., Jan., April, and July.

Instruction: *Location* Milwaukee, Wisconsin: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$5,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25.

Contact: Russell Raettig, Director of Admissions, Stratton College, 1300 N. Jackson St., Milwaukee, WI 53202. (414) 276-5200.

ARTS AND CULTURE

61 CALIFORNIA STATE UNIVERSITY

Specialization: Recreation.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location* Fullerton, California; on campus. *Methods* lectures, discussion groups. By college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 29634. (714) 773-2611.

62 GUILFORD COLLEGE

Specialization: Programs available in art, classics, drama and speech, and music. Designed for those persons who have bachelor's degree and desire expertise in other areas.

Dates: Aug. to July.

Instruction: *Location* Greensboro, North Carolina; on campus. *Methods* lectures, discussion groups. By college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Automatic membership in the International Relations Club. 8% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 West Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

63 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Arts & Culture. Individually designed independent study degree programs available. Requires a residence of undetermined length.

Dates: To be arranged through mutual agreement.

Instruction: *Location* Cambridge, Massachusetts. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Certificate upon completion of 36 credits and final project. Practical training is an optional program component. Issues 1-20AB. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$6,200 for tuition.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$35; not refundable.

Contact: Margot Chamberlain, Program Counselor, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 426.

64 RAY-VOGUE COLLEGE OF DESIGN

DISPLAY DESIGN

Specialization: Emphasizes all areas of visual merchandising including windows; store interior displays; point-of-purchase, boutique, showroom, and exhibit displays.

Dates: June to June.

Instruction: *Location* Chicago, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty, artistic guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1916; program will be offered in 1985. Certificate upon minimum C grade average; recommendation of Department Chairman. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 6% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* not given. *Professional* not given. *Language* not given.

Cost: \$8,100

Housing: Not given.

Application: *Deadline* May 25. *Fee* \$50.

Contact: Jerry Molepske, Ray-Vogue College of Design, 664 North Michigan Ave., Chicago, IL 60611. (312) 280-3500.

65 SUOMI COLLEGE

RECREATION LEADERSHIP

Specialization: Options include leisure service, therapeutic recreation, and business.

Dates: One year; classes begin Sept. and Jan.

Instruction: *Location* Hancock, Michigan: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, language labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon minimum 2.0 grade point average and completing 30 credit hours. Issues 1-20AB. A foreign student counselor/adviser is available for tutorial assistance and informal counseling. 30 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* not given. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: \$8,500 for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Director of Admissions, Suomi College, Hancock, MI 49930. (906) 482-5300.

66 UNIVERSITY OF MICHIGAN MUSEUM OF ART MUSEUM PRACTICE

Specialization: Provides instruction in the theory and practice of museum work for students pursuing careers as museum curators, educators and administrators.

Dates: July 1 to July 1.

Instruction: *Location* Ann Arbor, Michigan: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon successful completion of internship and essay. Practical training is a program component; participants are paid. A foreign student counselor/adviser is available. 6 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* master's degree. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$8,670 for tuition.

Housing: In dormitories.

Application: *Deadline* Feb. 1. *Fee* none.

Contact: Mary Kujawski, University of Michigan Museum of Art, Ann Arbor, MI 48109. (313) 764-0395.

67 UNIVERSITY OF PENNSYLVANIA HISTORIC PRESERVATION

Specialization: Introduction to American architecture and design, historic site management, and practices of historic preservation in the U.S.

Dates: Sept. to May.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon completion of eight required courses. Practical training is a program component; participants are not paid. Issues 1-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for counseling, immigration, orientation, and referral services. 50 participants; 4% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: About \$16,000 inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* March 1. *Fee* \$35; not refundable. *Scholarship application deadline* Feb. 1.

Contact: The Graduate Group in Historic Preservation, 214 Meyerson Hall/CJ, Graduate School of Fine Arts, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-3169. Cable: PNSYL Phila., PA. Telex: 710-670-0328.

Art

68 ACADEMY OF ART COLLEGE

Specialization: Illustration and fine arts.

Dates: Jan. to Dec. and Sept. to Aug.

Instruction: *Location* San Francisco, California: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are

30 ARTS AND CULTURE 69-71

eligible to enroll. A foreign student counselor/adviser is available for ESL instruction. 35 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$9,000 inclusive.

Housing: In dormitories.

Application: *Deadline* Dec. and Aug. *Fee* \$115; refundable if not accepted.

Contact: Donald A. Haight, Academy of Art, 540 Powell St., San Francisco, CA 94108. (415) 673-4200.

69 THE JOE KUBERT SCHOOL OF CARTOON AND GRAPHIC ART, INC.

CARTOON GRAPHICS

Specialization: Cartooning, graphic arts, and cinematic animation.

Dates: Sept. to May.

Instruction: *Location* Dover, New Jersey: at school. *Methods* lectures, field trips, "hands-on" training. *By* school faculty, artistic guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; 3% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* must submit portfolio and essay. *Language* English proficiency on intermediate level is required.

Cost: \$6,640 for tuition, books, housing.

Housing: In apartments.

Application: *Deadline* Aug. 18. *Fee* \$25; not refundable.

Contact: Muriel Kubert, Administrator, The Joe Kubert School of Cartoon and Graphic Art, 45 Lehigh St., Dover, NJ 07801. (201) 361-1327.

70 PACE UNIVERSITY

Specialization: Commercial art. Possibility of cooperative education/work study.

Dates: Sept. to June.

Instruction: *Location* Pleasantville, New York: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL instruction and International Student Club available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Admissions Office, Pace University, 78 N. Broadway, White Plains, NY 10603. (914) 681-4074.

71 PORTLAND COMMUNITY COLLEGE

COMMERCIAL ART

Specialization: Graphic design, illustration, package design, fashion illustration, cartooning, sign painting, television graphics, layout and paste-up.

Dates: Sept. to Sept.

Instruction: *Location* Portland, Oregon: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty, artistic guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 40 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$25; not refundable.

Contact: Patty Wilson, Portland Community College, 12000 S.W. 49, Portland, OR 97219. (503) 244-6111.

72 ROCKY MOUNTAIN SCHOOL OF ART

Specialization: Programs available in commercial art, fine art, and sign painting.

Dates: Nine months: classes begin March, July, and Sept.

Instruction: *Location* Denver, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty, artistic guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 7% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* portfolio. *Language* English proficiency on intermediate level is required.

Cost: \$2,475 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable if not accepted.

Contact: Kristi Allen Hughes, Rocky Mountain School of Art, 1441 Ogden St., Denver, CO 80218. (303) 832-1557.

73 SCHOOL OF THE MUSEUM OF FINE ARTS INTERNATIONAL STUDENTS' CERTIFICATE PROGRAM

Specialization: Custom designed curriculum. Media studied includes painting, drawing, sculpture, ceramics, metalsmithing, video performance, electronic art, graphic design, printmaking, stained glass, photography, film and animation, and welding.

Dates: One or two semesters: Sept. to Jan. and/or Jan. to May.

Instruction: *Location* Boston, Massachusetts: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By* school faculty, artistic guest speakers/lecturers.

Highlights: New Program. Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 10 participants; 9% foreign enrollment in 1983.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$2,800 per semester for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1 and Nov. 1. *Fee* \$25; not refundable. *Scholarship application deadline* March 15 for fall.

Contact: Eugene C. Ward, Dean of Admissions, School of the Museum of Fine Arts, 230 The Fenway, Boston, MA 02115. (617) 267-1218. Cable: MUSART.

74 SCOTTSDALE ARTISTS SCHOOL, INC.

Specialization: Oil painting, acrylic, watercolor, and drawing.

Dates: Oct. to May; classes begin weekly.

Instruction: *Location* Scottsdale, Arizona: at school. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty, artistic guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* not given. *Professional* basic drawing skills. *Language* English proficiency on beginning level is preferred.

Cost: \$300 per week for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; partially refundable.

Contact: Scottsdale Artists School, 4330 N. 62 #123, Scottsdale, AZ 85251. (602) 990-1422.

75 SYRACUSE UNIVERSITY

Specialization: Independent study degree program either in Advertising Design or Illustration requiring two weeks of residency for three consecutive summers and several long weekends during a two-year time period.

Dates: See Specialization above.

Instruction: *Location* Syracuse, New York: on campus; at major art centers. *Methods* lectures, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, artistic guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon research project with oral defense. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 15 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* associate or bachelor's degree. *Professional* Three years' experience in advertising design or illustration. *Language* English proficiency is required.

Cost: \$6,090 for tuition, books.

Housing: In apartments.

Application: *Deadline* spring for Illustration, summer for Ad Design. *Fee* \$30; not refundable.

Contact: Mary Lou Bagdovitz, Independent Study Degree Program, Syracuse University, 610 E. Fayette St., Syracuse, NY 13202. (315) 423-3269.

Dance and Drama

76 PLAZA THREE ACADEMY

Specialization: Career acting.

Dates: Six months; classes begin every two months.

Instruction: *Location* Phoenix or Tucson, Arizona: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* artistic speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 2.0 grade point average; 85% attendance. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. 63 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. Reading and Language Evaluation Examination: 50%.

Cost: \$3,995 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Peter Houle, Director of Admissions, Plaza Three Academy, 4343 N. 16 St., Phoenix, AZ 85016. (602) 264-9703.

77 THE THEATER SCHOOL

Specialization: Acting.

Dates: Sept. to May and Jan. to Aug.

Instruction: *Location* Washington, D.C.; on campus. *Methods* lectures, "hands-on" training. *By* artistic speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon completion of 60 credit hours. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$3,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$10; not refundable.

Contact: C. Wayne Rudisill, The Theater School, 1556 Wisconsin Ave., NW, Washington, DC 20007. (202) 333-2202.

Music

78 BERKLEE COLLEGE OF MUSIC

MUSIC: CAREER EXPLORATION AND SKILLS DEVELOPMENT

Specialization: Instruction in contemporary harmony, arranging, ear training, analysis, private instrumental or vocal instruction and participation in rehearsal ensembles. Emphasis on jazz and contemporary music.

Dates: Sept. to Aug.

Instruction: *Location* Boston, Massachusetts; on campus. *Methods* lectures, individualized instruction, "hands-on" training, music labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1945; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. Academic and music tutorials are available. 21% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* minimum two years' music training. *Language* English proficiency on intermediate level is required.

Cost: \$1,995 per semester for tuition. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$25; not refundable. *Scholarship application deadline* one month prior.

Contact: Admissions Office, Berklee College of Music, 1140 Boylston St., Boston, MA 02215. (617) 266-1400.

34 ARTS AND CULTURE 79-81

79 COLLEGE FOR RECORDING ARTS

Specialization: Recording engineer.

Dates: One year: classes begin fall, spring, and summer.

Instruction: *Location* San Francisco, California: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 50 participants; 8% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$6,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$10; not refundable.

Contact: Miriam Briscoe, Registrar, College for Recording Arts, 665 Harrison St., San Francisco, CA 94107. (415) 781-6306. Telex: 176123 Sonic Arts SFO.

80 NORTH BENNET STREET SCHOOL

PIANO TECHNOLOGY

Specialization: Tuning, regulating, and repairing of pianos.

Dates: Sept. to June.

Instruction: *Location* Boston, Massachusetts: at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1956; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 18 participants; 6% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants only at school.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,275 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* four months prior. *Fee* none.

Contact: Ainsley G. Donaldson, Director of Admissions, North Bennet Street School, 39 N. Bennet St., Boston, MA 02113. (617) 227-0155.

81 ROBERTO-VENN SCHOOL OF LUTHIERY

Specialization: The building of string instruments from design to finish.

Dates: Jan. to April, May to Aug., and Sept. to Dec.

Instruction: *Location* Phoenix, Arizona: at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon completing 720 clock hours of instruction. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; 20% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is preferred.

Cost: \$2,870 for tuition, materials.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$100; refundable.

Contact: Roberto-Venn School of Luthiery, 5445 E. Washington, Phoenix, AZ 85034. (602) 267-9241.

COMMUNICATIONS

82 ACADEMY OF ART COLLEGE

Specialization: Advertising, graphics, and photography.

Dates: Jan. to Dec. and Sept. to Aug.

Instruction: *Location* San Francisco, California: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, artistic guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction. 35 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$9,000 inclusive.

Housing: In dormitories.

Application: *Deadline* Dec. and Aug. *Fee* \$115; refundable if not accepted.

Contact: Donald A. Haight, Academy of Art College, 540 Powell St., San Francisco, CA 94108. (415) 673-4200.

83 CALIFORNIA STATE UNIVERSITY

Specialization: Writing.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location* Fullerton, California: on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 92634. (714) 773-2611.

84 GUILFORD COLLEGE

Specialization: Communications.

Dates: Aug. to July.

Instruction: *Location* Greensboro, North Carolina: on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 West Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

85 PALOMAR COLLEGE

ACCELERATED PROGRAM

Specialization: Journalism.

Dates: Sept. to June. Program is not offered regularly; contact college.

Instruction: *Location* San Marcos, California: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1981. Attendance transcript. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and ESL instruction. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. School test.

Cost: \$73 per unit for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Nov. and Feb. *Fee* none.

Contact: Noelia Vela or Karen Johnson, Palomar College, 1140 E. Mission Rd., San Marcos, CA 92069. (619) 744-1150.

86 PHILADELPHIA SCHOOL OF PRINTING AND ADVERTISING

ADVERTISING PRODUCTION

Specialization: Layout, design, and paste-up skills used in preparing camera-ready mechanicals for print or audio-visual reproduction.

Dates: One year: classes begin every nine weeks.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completing 925 clock hours of instruction, minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for housing assistance, orientation, and counseling. 30 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,160 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$75; refundable.

Contact: Admissions Department, Philadelphia School of Printing and Advertising, 928 Market St., Philadelphia, PA 19107. (215) 925-1115.

87 THE SCHOOL OF COMMUNICATION ARTS, INC. MULTI-MEDIA METHODS

Specialization: In real production setting: graphic arts, storyboarding, duplication, special effects, editing, and programming slide shows.

Dates: Seven months: classes begin March and Sept.

Instruction: *Location* Minneapolis, Minnesota: at school. *Methods* individualized instruction, "hands-on" training, independent study/research. *By* professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completing 600 clock hours of instruction, limited testing. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* photography background. *Language* English proficiency on intermediate level is preferred.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$200; refundable.

Contact: The School of Communication Arts, Inc., 2526 27 Ave., Minneapolis, MN 55406. (612) 721-5357.

Broadcasting

88 NATIONAL SCHOOL OF HEALTH TECHNOLOGY, INC.

Specialization: Broadcasting.

Dates: Dec. to Aug.

Instruction: *Location* Philadelphia, Pennsylvania. *Methods* lectures, field trips, "hands-on" training. *By* school faculty.

Highlights: New Program. Sponsor has offered short-term programs since 1963; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$3,975 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* none.

Contact: James R. Lupfer, Dean of Admissions, National School of Health Technology, Inc., 1819 John F. Kennedy Blvd., Philadelphia, PA 19103. (215) 561-5020.

89 PALOMAR COLLEGE

ACCELERATED PROGRAM

Specialization: Radio.

Dates: Sept. to June. Program is not offered regularly; contact college.

Instruction: *Location* San Marcos, California: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1981. Attendance transcript. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and ESL instruction. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. School test.

Cost: \$73 per unit for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Nov. and Feb. *Fee* none.

Contact: Noelia Vela or Karen Johnson, Palomar College, 1140 E. Mission Rd., San Marcos, CA 92069. (619) 744-1150.

90 PALOMAR COLLEGE

ACCELERATED PROGRAM

Specialization: Television.

Dates: Sept. to June. Program is not offered regularly; contact college.

Instruction: *Location* San Marcos, California: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1981. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and ESL instruction. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. School test.

Cost: \$73 per unit for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Nov. and Feb. *Fee* none.

Contact: Noelia Vela or Karen Johnson, Palomar College, 1140 E. Mission Rd., San Marcos, CA 92069. (619) 744-1150.

91 YELLOWSTONE SCHOOL OF BROADCASTING

BROADCASTING

Specialization: Broadcast personality, journalism, and advertising.

Dates: Five months: classes begin Jan., March, May, July, and Sept.

Instruction: *Location* Billings, Montana: at school. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon school's voice and reading test, written examination. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 24 participants; no foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* school's voice and reading test. *Language* English proficiency on advanced level is required.

Cost: \$2,999 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable.

Contact: Michael May, President, Yellowstone School of Broadcasting, P.O. Box 127, Billings, MT 59103. (406) 248-4888.

Film and Video

92 ANTHROPOLOGY FILM CENTER

DOCUMENTARY FILM PROGRAM

Specialization: Comprehensive training in 16mm documentary, educational, and informational filming including theoretical bases and technical training.

Dates: Jan. to May and Aug. to Dec.

Instruction: *Location* Sante Fe, New Mexico: at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 15 participants; 10% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$3,850 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* three months prior. *Fee* none.

Contact: Joan S. Williams, Anthropology Film Center, P.O. Box 493, Sante Fe, NM 87501. (505) 983-4127.

93 PALOMAR COLLEGE

ACCELERATED PROGRAM

Specialization: Cinema.

Dates: Sept. to June. Program is not offered regularly; contact college.

Instruction: *Location* San Marcos, California: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1981. Attendance transcript. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and ESL instruction. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. School test.

Cost: \$73 per unit for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Nov. and Feb. *Fee* none.

Contact: Noelia Vela or Karen Johnson, Palomar College, 1140 E. Mission Rd., San Marcos, CA 92069. (619) 744-1150.

94 VIDEO TECHNICAL INSTITUTE

Specialization: Video production.

Dates: Five months: classes begin Jan. 3, March 12, May 21, and Aug. 6.

Instruction: *Location* Dallas, Texas: on campus. *Methods* lectures, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate upon passing all tests and completing labs. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* electronics knowledge, video production experience. *Language* English proficiency on intermediate level is required. TOEFL: 450.

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Cost: \$2,990 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$100; not refundable.

Contact: Rick Feldbush, Video Technical Institute, 1806 Royal Lane, Dallas, TX 75229. (214) 263-2613.

Graphics and Printing

95 AL COLLINS GRAPHIC DESIGN SCHOOL, LTD.

Specialization: Programs available in communication arts and computer graphics.

Dates: 800 or 500 clock hours; classes begin monthly.

Instruction: *Location* Phoenix, Arizona; at school. *Methods* lectures, discussion groups, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1978; programs will be offered in 1985. Certificate. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$3,500 (500 hours), \$4,200 (800 hours) for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$150; refundable.

Contact: Sandra Farrell, Al Collins Graphic Design School, Ltd., 1735 E. McDowell, Phoenix, AZ 85006. (602) 252-5549.

96 COLORADO MOUNTAIN COLLEGE

Specialization: Programs available in graphic communications and commercial art.

Dates: Aug to May.

Instruction: *Location* Glenwood Springs, Colorado; on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1967; programs will be offered in 1985. Certificate. A foreign student counselor/adviser is available for counseling and tutoring. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: Not given.

Housing: In dormitories, apartments, furnished rooms.

Application: *Deadline* July. *Fee* not given.

Contact: Robert Gillespie, Colorado Mountain College, 3000 County Rd. 114, Glenwood Springs, CO 81601. (303) 945-7481.

97 HALL INSTITUTE

Specialization: Graphic communications.

Dates: 37 weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island; on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are

eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one-day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* not given. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

98 IOWA LAKES COMMUNITY COLLEGE

GRAPHIC ARTS

Specialization: Typesetting, layout, darkroom photography, and offset printing.

Dates: Aug. to July.

Instruction: *Location* Emmetsburg, Iowa: on campus. *Methods* field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Practical training is a program component; participants are paid. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$4,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$10; not refundable.

Contact: Dallas Freeman, Director of Admissions, Iowa Lakes Community College, Estherville, IA 51334. (712) 362-2604.

99 MANHATTAN SCHOOL OF PRINTING

Specialization: Graphic arts photography.

Dates: Ten weeks: continuous enrollment.

Instruction: *Location* New York, New York: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1955; program will be offered in 1985. Certificate upon minimum C grade average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,237 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: J.L. Kress, Director, Manhattan School of Printing, 88 W. Broadway, New York, NY 10007. (212) 962-4330.

100 MANHATTAN SCHOOL OF PRINTING

Specialization: Lithographic imposition/platemaking.

Dates: Ten weeks: continuous enrollment.

Instruction: *Location* New York, New York: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1955; program will be offered in 1985. Certificate upon minimum C grade average. Issues 1-20AB, 1-20MN. Foreign

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nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary schools. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,237 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: J.L. Kress, Director, Manhattan School of Printing, 88 W. Broadway, New York, NY 10007. (212) 962-4330.

101 MANHATTAN SCHOOL OF PRINTING

Specialization: Offset presswork.

Dates: Ten weeks; continuous enrollment.

Instruction: *Location* New York, New York: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1955; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,237 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: J.L. Kress, Director, Manhattan School of Printing, 88 W. Broadway, New York, NY 10007. (212) 962-4330.

102 MANHATTAN SCHOOL OF PRINTING

Specialization: Screen process printing.

Dates: Ten weeks; continuous enrollment.

Instruction: *Location* New York, New York: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1955; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,237 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: J.L. Kress, Director, Manhattan School of Printing, 88 W. Broadway, New York, NY 10007. (212) 962-4330.

**103 NORTHWESTERN CONNECTICUT
COMMUNITY COLLEGE****GRAPHIC DESIGN**

Specialization: Graphic design and basic photography.

Dates: Sept. to June.

Instruction: *Location* Winsted, Connecticut: on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1980; program will be offered in 1985. Certificate upon completing required four courses. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 30 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$1,600 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June. *Fee* \$10; not refundable.

Contact: Richard G. Tracy, Director of Admissions, Northwestern Connecticut Community College, Park Pl. E., Winsted, CT 06098. (203) 379-8543.

**104 PHILADELPHIA SCHOOL OF
PRINTING AND ADVERTISING****PHOTOTYPESETTING**

Specialization: Develop keyboarding skills required for computerized typesetting. Also basic proofreading, layout, and paste-up skills.

Dates: Nine months: classes begin every nine weeks.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 90% attendance. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for orientation, counseling, and housing assistance. 30 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school, type 45 wpm. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,260 for tuition, books. (\$250 for typing course if needed.)

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$75; refundable.

Contact: Admissions Department, Philadelphia School of Printing and Advertising, 928 Market St., Philadelphia, PA 19107. (215) 925-1115.

**105 PHILADELPHIA SCHOOL OF
PRINTING AND ADVERTISING****OFFSET PRINTING**

Specialization: Instruction in press operation, lithographic camera techniques, negative stripping, and platemaking.

Dates: Ten months: classes begin every nine weeks.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 90% attendance. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for orientation, counseling, and housing assistance. 30 par-

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participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,840 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$75; refundable.

Contact: Admissions Department, Philadelphia School of Printing and Advertising, 928 Market St., Philadelphia, PA 19107. (215) 925-1115.

106 PHILADELPHIA TECHNICAL INSTITUTE SCHOOL OF TRADES

Specialization: Advertising art.

Dates: 1,800 hours; continuous enrollment.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1935; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 400.

Cost: \$5,850 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$300; refundable only upon visa denial.

Contact: Philadelphia Technical Institute School of Trades, 231-33 N. Broad St., Philadelphia, PA 19107. (215) 563-4547.

107 PROFESSIONAL INSTITUTE OF COMMERCIAL ART

Specialization: Commercial art, fashion illustration, and graphics.

Dates: One year: classes begin monthly.

Instruction: *Location* Baltimore, Maryland: at school. *Methods* lectures, individualized instruction, "hands-on" training, labs, independent study/research. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 50 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. School test.

Cost: \$4,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Mary F. Wise, Professional Institute of Commercial Art, 4020 Clarks Lane, Baltimore, MD 21215. (301) 358-6311.

108 JAMES SPRUNT TECHNICAL COLLEGE

COMMERCIAL ART

Specialization: Advertising design, graphics, photography.

Dates: One year.

Instruction: *Location* Kenansville, North Carolina: on campus. *Methods* lectures, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1964; program will be offered in 1985. Certificate. A foreign student counselor/adviser is available.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$51 per quarter for tuition. **Scholarship:** Full.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* none. *Scholarship application deadline* not given.

Contact: Rita B. Brown, Director of Admissions and Records, James Sprunt Technical College, P.O. Box 398, Kenansville, NC 28349. (919) 296-1341, ext. 236.

Photography

109 EL PASO COMMUNITY COLLEGE

PHOTOGRAPHY

Specialization: Photojournalism, portraits, and color photography.

Dates: Sept. to Aug.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal and academic counseling. 20 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$284 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

110 HALLMARK INSTITUTE OF PHOTOGRAPHY

PROFESSIONAL PHOTOGRAPHY

Specialization: Photographic techniques as well as study of effective photographic business methods.

Dates: Sept. to June.

Instruction: *Location* Turner Falls, Massachusetts: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate. Issues I-20MN. A foreign student counselor/adviser is available. 100 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required as determined by consulate in student's home country.

Cost: \$4,850 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$25; not refundable.

Contact: Janice M. Boudreau, Admissions Director, Hallmark Institute of Photography, At the Airport, Turners Falls, MA 01376. (415) 863-2478.

111 PLAZA THREE ACADEMY

Specialization: Commercial photography.

Dates: Seven months; classes begin every two months.

Instruction: *Location* Phoenix, Arizona: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. 75 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Reading and Language Evaluation Examination: 50%.

Cost: \$3,995 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* ongoing. *Fee* none.

Contact: Peter Houle, Director of Admissions, Plaza Three Academy, 4343 N. 16 St., Phoenix, AZ 85016. (602) 264-9703.

112 RAY-VOGUE COLLEGE OF DESIGN

Specialization: Photography.

Dates: One year; classes begin June 25 and Sept. 25.

Instruction: *Location* Chicago, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1916; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: About \$8,100 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$50; not refundable.

Contact: Jerry Molepske, Ray-Vogue College of Design, 664 N. Michigan Ave., Chicago, IL 60611. (312) 280-3500.

113 RHODE ISLAND SCHOOL OF PHOTOGRAPHY

COMPREHENSIVE PHOTOGRAPHIC PROGRAM

Specialization: Professional photography.

Dates: Sept. to June.

Instruction: *Location* Providence, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1944; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for academic and psychological counseling. 160 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$9,000 inclusive.

Housing: In dormitories.

Application: *Deadline* none. *Fee* \$25; refundable.

Contact: Don Folgo, President, Rhode Island School of Photography, 241 Webster Ave., Providence, RI 02909. (401) 943-7722.

**114 THE SCHOOL OF
COMMUNICATION ARTS**

**PHOTOGRAPHY FOR
VISUAL COMMUNICATIONS**

Specialization: Developing, printing, and enlarging techniques in black and white; small, medium and large formats; color printing and processing.

Dates: March to Sept., May to Oct., and Sept. to March.

Instruction: *Location* Minneapolis, Minnesota: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* not given.

Contact: Admissions Department, The School of Communication Arts, Inc., 2526 27 Ave. S., Minneapolis, MN 55406. (612) 721-5357.

COMPUTER TECHNOLOGY

115 AIRCO COMPUTER LEARNING CENTER

COMPUTER OPERATIONS

Specialization: Hands-on training on IBM 4341 system, OS operations, DOS operations, and RPGII programming.

Dates: June 4 to Dec. 5, July 16 to Jan. 11, Aug. 13 to Feb. 8, and Sept. 11 to March 13.

Instruction: *Location* Paramus, New Jersey; at center. *Methods* lectures, discussion groups, field trips, "hands-on" training, independent study/research. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 50 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. School test.

Cost: \$4,750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Robert J. Gelsi, Director of Admissions, Airco Computer Learning Center, 160 Route 4 East, Paramus, NJ 07652. (201) 845-6868.

116 AMERICAN TECHNICAL COLLEGE FOR CAREER TRAINING

COMPUTER TECHNOLOGY FOR BUSINESS MANAGEMENT

Specialization: Provides basic knowledge of computer language and techniques for business usage.

Dates: Seven months; continuous enrollment.

Instruction: *Location* San Bernardino, California; on campus. *Methods* lectures, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: New Program. Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. ESL courses are available. 24 participants. Program is evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$4,000 for tuition, books.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$200; not refundable.

Contact: Cheryl Barkhurst, Admissions, American Technical College for Career Training, 191 S. E St., San Bernardino, CA 92401. (714) 885-3857, (714) 783-2322.

117 CALIFORNIA STATE UNIVERSITY

Specialization: Introduction to information systems.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location* Fullerton, California: on campus. *Methods* lectures, discussion groups. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 92634. (714) 773-2611.

**118 THE CARROLL CENTER
FOR THE BLIND****COMPUTER ACCESS PROGRAM
FOR BLIND EMPLOYMENT**

Specialization: A two-part program in the use of computer-access devices. Part I assesses current level of skills. Part II emphasizes specific training on one device for use as a computer-access tool in an identified job.

Dates: Part I: two weeks; Part II: one to three weeks.

Instruction: *Location* Newton, Massachusetts: at center. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction. *By* professional speakers/lecturers.

Highlights: New Program. Program will be offered in 1985. Certificate upon ability to use device in a business-simulated setting. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program will be evaluated. 2 to 3 participants.

Eligibility: *Academic* keyboarding, spelling, reasoning, communication, and mobility skills. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: About \$600 per week for tuition; \$75 per week for housing.

Housing: In dormitories.

Application: *Deadline* ten weeks prior. *Fee* none.

Contact: G. Thomas Plew, The Carroll Center for the Blind, Inc., 770 Centre St., Newton, MA 02158. (617) 969-6200.

119 CONTROL DATA INSTITUTE

Specialization: Programs available in computer technology (853 clock hours) and computer programming and operations (653 clock hours).

Dates: Classes begin weekly.

Instruction: *Location* San Francisco, California: at institute. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1965; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 500 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

50 COMPUTER TECHNOLOGY 120-122

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL or Univ. of Michigan Test.

Cost: \$5,250 (computer programming), \$5,650 (computer technology) for tuition, books.

Housing: Not provided.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Herbert Liberman, Control Data Institute, 1930 Market St., San Francisco, CA 94403. (415) 393-6884.

120 CONTROL DATA INSTITUTE

Specialization: Programs available in computer technology (853 clock hours) and computer programming (653 clock hours).

Dates: Classes begin every two weeks.

Instruction: *Location* Minneapolis or St. Paul, Minnesota: at institute. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1965; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 600 total enrollment. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school (computer technology), some undergraduate work (computer programming). *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,650 (computer technology), \$5,250 (computer programming) for tuition, books.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$50; refundable if not enrolled.

Contact: Sales Representative, Control Data Institute, 1001 Washington Ave., No., Minneapolis, MN 55401. (612) 375-4811.

121 CONTROL DATA INSTITUTE

Specialization: Computer technology.

Dates: 34 weeks: new classes begin second Tuesday monthly.

Instruction: *Location* St. Louis, Missouri: at institute. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. School test.

Cost: \$5,650 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$75; refundable.

Contact: Christine Eldarrat, Control Data Institute, 3694 W. Pine, St. Louis, MO 63108. (314) 534-8181.

122 CONTROL DATA INSTITUTE

Specialization: Individualized program in computer technology.

Dates: Open entry/exit: classes begin weekly.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 200 participants; 5% foreign

enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* associate's degree. *Professional* not given. *Language* English proficiency on intermediate level is required.

Cost: \$5,650 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: J. A. Cantrell, Control Data Institute, 1429 Walnut St., Philadelphia, PA 19102. (215) 854-1370.

123 DE PAUL UNIVERSITY

COMPUTER CAREER PROGRAMS

Specialization: Computer science.

Dates: Jan. 1 to Aug. 5, April 9 to Oct. 19, and Sept. 17 to March 29.

Instruction: *Location* Chicago, Illinois: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. A foreign student counselor/adviser is not available for this specific program. 30 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$2,420 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* four weeks prior. *Fee* \$20; not refundable.

Contact: Dr. Steven Samuels, De Paul University, 243 S. Wabash, Chicago, IL 60613. (312) 321-7975.

124 ECONOMICS INSTITUTE

Specialization: Computer applications. Program is individualized to suit participant's needs.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27 or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants total enrollment; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* 3 to 10 years' experience in any field is preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

52 COMPUTER TECHNOLOGY 125-127

125 ELECTRONIC COMPUTER PROGRAMING INSTITUTE

OFFICE AUTOMATION AND MICRO COMPUTER TRAINING

Specialization: Microcomputer operations, word processing, accounting, electronic accounting, fundamental and advanced BASIC programming, and data base management.

Dates: Six months; new classes begin every three months.

Instruction: Location: Kansas City, Missouri: at institute. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, language labs, independent study/research. *By:* institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 5 participants per class; 1% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$3,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$300; refundable.

Contact: Electronic Computer Programming Institute, 611 W. 39, Kansas City, MO 64111. (816) 561-7758.

126 GTE SYLVANIA TECHNICAL SCHOOL

COMPUTER ELECTRONICS

Specialization: Theory and hands-on laboratory projects in the fundamentals of electronics, electronics, computers, minicomputers and microprocessors.

Dates: Nov. to Aug., Jan. to Sept., March to Nov., May to Jan., June to Feb., and Aug. to April.

Instruction: Location: Waltham, Massachusetts: at school. *Methods:* lectures, field trips, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate upon minimum 70% grade average; 90% attendance. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 1,375 total enrollment; 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 450 or ECL: 60.

Cost: \$5,350 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* two weeks prior. *Fee:* \$50; refundable.

Contact: Admissions Department, GTE Sylvania Technical School, 95 Second Ave., Waltham, MA 02254. (617) 890-7711. Telex: 923322.

127 GUILFORD COLLEGE

Specialization: Computer science.

Dates: Aug. to July.

Instruction: Location: Greensboro, North Carolina: on campus. *Methods:* lectures, discussion groups. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: Academic bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* rolling admissions. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 W. Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

128 JULIA CORPORATION

Specialization: Computer science.

Dates: One year: classes begin Jan., April, July, and Oct.

Instruction: *Location* Gallipolis, Portsmouth, Wellston, Chillicothe, Lorain, or Sandusky, Ohio. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1946; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: \$2,890 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$50; refundable.

Contact: Leo Blackburn, Chairman, Julia Corporation, 815 Roy Rogers Esplanade, P.O. Box 1382, Portsmouth, OH 45662. (614) 354-8811.

129 NATIONAL BUSINESS INSTITUTE

COMPUTER TECHNICIAN

Specialization: Fundamentals of electronics, computers, related mathematics; basics of interfacing and computer peripherals.

Dates: 25 weeks: classes begin every six weeks.

Instruction: *Location* Riverside, California: at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. Proficiency in mathematics, ability to understand abstract concepts. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$4,850 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 60 days prior. *Fee* none.

Contact: Judith Murakami, Admissions Director, National Business Institute, 3696 Beatty Dr., Riverside, CA 92506. (714) 787-9300.

130 NATIONAL BUSINESS INSTITUTE

MICROCOMPUTER OPERATOR

Specialization: Operation of microcomputers and applications in business. Keyboarding speed and accuracy, BASIC programming, correct use of microcomputers.

Dates: 21 weeks: classes begin every five weeks.

Instruction: *Location* Riverside, California: at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

54 COMPUTER TECHNOLOGY 131-132

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. 20 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* must know typing keyboard. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$2,601 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 60 days prior. *Fee* none.

Contact: Judith Murakami, Admissions Director, National Business Institute, 3696 Beatty Dr., Riverside, CA 92506. (714) 787-9300.

131 PEOPLE'S COMPUTER COMPANY CONSULTING

Specialization: Microcomputer training. Also offers curriculum design and training, custom-designed teaching manuals and microcomputer system analysis to schools, libraries, government agencies, and businesses.

Dates: To be arranged under contract.

Instruction: *Location* Menlo Park, California: at professional work site. *Methods* field trips, individualized instruction, "hands-on" training, computer-assisted instruction. Instruction in English or Spanish. *By* school faculty, professional guest speakers/lecturers.

Highlights: Arrangements may be made for individuals or groups. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is not available.

Eligibility: *Academic* none. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: Varies.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Jane Nissen Laidley, People's Computer Company Consulting, P.O. Box E, Menlo Park, CA 94026. (415) 323-3111.

132 POINT PARK COLLEGE

Specialization: Computer science.

Dates: Sept. to Aug., Jan. to Dec., and May to April.

Instruction: *Location* Pittsburgh, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research, language labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon minimum 2.0 grade point average of 34 credit hours. Issues I-20AB. A foreign student counselor/advisor is available for immigration assistance, orientation and ESL programs. 20-25 participants; 20-30% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$1,800-\$4,080 for tuition dependent upon advance standing credits.

Housing: In dormitories.

Application: *Deadline* June 15 for fall term; Oct. 15 for spring term; Feb. 15 for summer term. *For* \$30; not refundable.

Contact: Dr. Frank Giannotta, Associate Dean, International Center, Point Park College, 201 Wood St., Pittsburgh, PA 15222. (412) 391-4100.

133 PORTER AND CHESTER INSTITUTE

Specialization: Computer electronics.

Dates: One year: classes begin Jan., April, July, and Oct.

Instruction: *Location* Rocky Hill, Enfield, Waterbury, or Stratford, Connecticut; at institute. *Methods* lectures, individualized instruction, "hands-on" training, science labs. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$5,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$75; not refundable.

Contact: Henry J. Kametzel, Porter and Chester Institute, 2139 Silas Deane Highway, Rocky Hill, CT 06067. (203) 529-2519.

134 SAINT PETER'S COLLEGE**BUSINESS SYSTEMS**

Specialization: Business applications of computer systems.

Dates: Sept. to June.

Instruction: *Location* Jersey City, New Jersey: on campus. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon completing 30 credits. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$4,170-4,587 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 1. *Fee* \$30; not refundable.

Contact: Dr. Alessandro C. Calianese, Dept. of Computer Science, Saint Peter's College, Jersey City, NJ 07306. (201) 333-4400.

135 SAWYER COLLEGE AT VENTURA**COMPUTER CAREERS**

Specialization: A combination of theory and hands-on experience in computer programming, as well as accounting and other business subjects.

Dates: 40 weeks: new classes begin monthly.

Instruction: *Location* Ventura, California: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for English tutorial assistance. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$4,240 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; not refundable.

Contact: Wayne Robertson, Sawyer College at Ventura, 470 E. Thompson Blvd., Ventura, CA 93001. (805) 648-6877.

56 COMPUTER TECHNOLOGY 136-138

136 STEVENS HENAGER COLLEGE

Specialization: Computers.

Dates: One year: new classes begin Sept. 24, Jan 3, March 28, and July 8.

Instruction: *Location* Provo, Utah: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completing 68 credit hours. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 32 participants; 4% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,960 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$100; refundable.

Contact: John L. Montrose, Jr., Stevens Henager College, 250 West Center, Provo, UT 84601. (801) 375-5455.

137 TOTAL TECHNICAL INSTITUTE COMPUTER HARDWARE TECHNOLOGY

Specialization: Includes mathematics, electronics, peripheral equipment, computer system, and higher level language.

Dates: March 1 to Oct. 22 and April 30 to Dec. 20.

Instruction: *Location* Ft. Lauderdale, Florida: on campus. *Methods* lectures, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 65% grade average, 90% attendance. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 30 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$5,600 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Feb. 23; April 25. *Fee* \$25; not refundable.

Contact: Peter Livadas, Total Technical Institute, 2880 N.W. 62 St., Ft. Lauderdale, FL 33309. (305) 973-4760.

138 UMPQUA COMMUNITY COLLEGE

MICROCOMPUTER OPERATIONS

Specialization: Data entry, bookkeeping, and microcomputer operations.

Dates: Sept. to June.

Instruction: *Location* Roseburg, Oregon: on campus. *Methods* lectures, field trips. *By* college faculty, professional guest speakers/lecturers.

Highlights: Certificate. Practical training is a program component. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. English language courses available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations may be available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,160 for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* none. *Scholarship application deadline* not given.

Contact: John Knudtson, Foreign Student Advisor, Umpqua Community College, P.O. Box 967, Roseburg, OR 97470. (503) 440-4604, ext. 646.

139 WAKE TECHNICAL COLLEGE

Specialization: Computer operations.

Dates: One year.

Instruction: *Location* Raleigh, North Carolina: at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum 70% grade average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$255 per 11-week quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.

140 LURLEEN B. WALLACE STATE JUNIOR COLLEGE COMPUTER SCIENCE

Specialization: BASIC, COBOL, and FORTRAN programming. Business applications of computer programming is emphasized.

Dates: Sept. to May.

Instruction: *Location* Andalusia, Alabama: on campus. *Methods* lectures, case studies, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 30 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* August. *Fee* \$10; not refundable.

Contact: Dr. James D. Krudop, Lurleen B. Wallace State Junior College, P.O. Drawer 1418, Andalusia, AL 36920. (205) 222-6591.

141 YORKTOWNE BUSINESS INSTITUTE**COMPUTER OPERATIONS
SPECIALIST PROGRAM**

Specialization: Data processing, programming, and the operations of the IBM System 34.

Dates: 12 weeks; new classes start every two months.

Instruction: *Location* College Park, Maryland: at institute. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$2,750 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable.

Contact: Eugene Buccelli, Yorktowne Business Institute, 4601 Calvert Rd., College Park, MD 20740. (301) 779-1905.

Data Processing

142 ACADEMY PACIFIC BUSINESS AND TRAVEL COLLEGE

Specialization: Computer data and word processing.

Dates: Six months; new classes begin every two weeks.

Instruction: *Location* Hollywood, California: at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1946; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for computer-assisted reading development. May be combined with ESL classes. 400 participants; 26% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 400.

Cost: \$3,740 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$100; refundable.

Contact: Admissions Office, Academy Pacific Business and Travel College, 6253 Hollywood Blvd., Suite 500, Hollywood, CA 90028. (213) 462-3211.

143 BUSINESS EDUCATION INSTITUTE

DATA ENTRY SPECIALIST

Specialization: Data entry utilizing IBM and Univac keypunch equipment.

Dates: 16 weeks; classes begin weekly.

Instruction: *Location* West Springfield, Massachusetts: at institute. *Methods* individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1985. Certificate upon minimum C grade average; 80% attendance. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 24 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$1,695 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; refundable.

Contact: Admissions Office, Business Education Institute, 201 Park Ave., West Springfield, MA 01089. (413) 737-4708.

144 CANNON'S INTERNATIONAL BUSINESS COLLEGE OF HONOLULU

Specialization: Data entry for computer information systems.

Dates: One year; classes begin Jan., March, July, and Sept.

Instruction: *Location* Honolulu, Hawaii: on campus. *Methods* lectures, discussion groups, individualized instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred. TOEFL: 500.

Cost: \$3,400 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Richard S.K. Young, Cannon's International Business College of Honolulu, 33 S. King St., Honolulu, HI 96813. (808) 521-5333.

145 COMMERCIAL PROGRAMMING UNLIMITED

Specialization: Computer operation and programming with word processing.

Dates: Feb. to Aug., April to Oct., June to Dec., Aug. to Feb., and Oct. to April.

Instruction: *Location* New York, New York: at school. *Methods* "hands-on" training, computer-assisted instruction. *By* school faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate upon minimum grade C average. Practical training is a program component; participants are paid. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for individual and immigration counseling. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required.

Cost: \$2,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$175; not refundable.

Contact: John E. Whitmore, Commercial Programming Unlimited, 853 Broadway, New York, NY 10003. (212) 982-4000.

146 COMMERCIAL PROGRAMMING UNLIMITED

Specialization: Key punch typing and data entry.

Dates: Three months.

Instruction: *Location* New York, New York: at school. *Methods* individualized instruction, "hands-on" training. *By* not given.

Highlights: Practical training is a program component; participants are paid. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for individual and immigration counseling. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on beginning level is required.

Cost: \$1,550 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$175; not refundable.

Contact: John E. Whitmore, Commercial Programming Unlimited, 853 Broadway, New York, NY 10003. (212) 982-4000.

147 DATA INSTITUTE BUSINESS SCHOOL

DATA ENTRY

Specialization: Typewriting, data input, and job-seeking skills.

Dates: July 9 to Oct. 26, Sept. 4 to Dec. 21, Oct. 29 to March 1, and Jan. 7 to April 26.

Instruction: *Location* East Hartford, Connecticut: at school. *Methods* lectures, case studies, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1962; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser

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is available for English tutorial and housing assistance. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$1,825 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* eight weeks prior. *Fee* \$125; not refundable.

Contact: Mark Scheinberg, Executive Director, Data Institute Business School, 525 Burnside Ave, East Hartford, CT 06108. (203) 528-4111.

148 EL PASO COMMUNITY COLLEGE

DATA ENTRY CLERK

Specialization: Junior data entry operations.

Dates: Aug. 17 to July 30.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon completing 38 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development and personal and academic counseling. 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$1,530 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

149 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Data processing.

Dates: Six months: new classes begin in April and Oct.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. I-20 authorization pending. A foreign student counselor/adviser is not available. ESL courses, vocational counseling, and reading and math tutoring are available. 15 participants; 15% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. School test.

Cost: \$3,400 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$25; refundable if not accepted.

Contact: Donna Portnoy, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

**150 LONG BEACH COLLEGE
OF BUSINESS****CLERICAL COMPUTER OPERATIONS**

Specialization: Office procedures combined with CRT-computer console skills.

Dates: 24 weeks; new classes begin every two weeks.

Instruction: *Location* Long Beach, California; at college. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. School test.

Cost: Not given.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* three days prior. *Fee* not given.

Contact: Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.

151 MBTI BUSINESS TRAINING INSTITUTE**TOTAL DATA ENTRY**

Specialization: Typing, data entry, and keypunch and verification.

Dates: 10 weeks; new classes begin every two weeks.

Instruction: *Location* Milwaukee, Wisconsin; at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1959; program will be offered in 1985. Certificate upon minimum 75% grade average; 98% accuracy in keypunching. Issues I-20. A foreign student counselor/adviser is not available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* IBM aptitude test. *Language* English proficiency on intermediate level is required.

Cost: \$1,195 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; not refundable.

Contact: Admissions Department, MBTI Business Training Institute, 820 N. Plankinton Ave., Milwaukee, WI 53203. (414) 272-2192.

152 MBTI BUSINESS TRAINING INSTITUTE**TOTAL DATA PROCESSING**

Specialization: Data processing fundamentals, systems analysis and design, Assembler, and RPGII, COBOL, and structured programming.

Dates: 30 weeks; new classes begin monthly.

Instruction: *Location* Milwaukee, Wisconsin; at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1959; program will be offered in 1985. Certificate upon minimum 75% grade average. Issues I-20. A foreign student counselor/adviser is not available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

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Eligibility: *Academic* secondary school. *Professional* IBM aptitude test. *Language* English proficiency on intermediate level is required.

Cost: \$3,495 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; not refundable.

Contact: Admissions Department, MBTI Business Training Institute, 820 N. Plankinton Ave., Milwaukee, WI 53203. (414) 272-2192.

153 MTI WESTERN BUSINESS COLLEGE

Specialization: Computer programming and data processing.

Dates: April 13 to Dec. 21, July 6 to Feb. 22, Sept. 28 to June 14, Nov. 9 to July 26, and Dec. 28 to Sept. 6.

Instruction: *Location* Sacramento, California: at school. *Methods* lectures, case studies, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. School test.

Cost: \$3,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$153; not refundable.

Contact: John Zimmerman, MTI Western Business College, 273 Capitol Ave., Sacramento, CA 95816. (916) 442-8933.

154 MICHIGAN TECHNICAL INSTITUTE

COMPUTER DATA PROCESSING

Specialization: Computer concepts, programming, and systems analysis and design.

Dates: One year: classes begin Jan., March, July, and Sept.

Instruction: *Location* Ann Arbor, Michigan: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable if not accepted.

Contact: Rachel Badanowski, Michigan Technical Institute, 611 Church St., P.O. Box 8200, Ann Arbor, MI 48107. (313) 769-4516.

155 MOUNTAIN STATES TECHNICAL INSTITUTE

Specialization: Computer data processing.

Dates: Jan. to March, April to June, July to Sept., and Oct. to Dec.

Instruction: *Location* Phoenix, Arizona: at institute. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available.

80 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$6,295 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$100; refundable within three days.

Contact: Ralph E. Fowler, Mountain States Technical Institute, 3120 N. 34 Dr., Phoenix, AZ 85017. (602) 269-7555.

156 NATIONAL COLLEGE

Specialization: Data processing.

Dates: One year: classes begin June 6, Sept. 5, Nov. 26, and March 4.

Instruction: *Location* St. Paul, Minnesota: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL programs. International club is available. 3% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,500 for tuition, books.

Housing: Not provided.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Kathy Parsons, Admissions Representative, 1275 University Ave., St. Paul, MN 55104. (612) 644-1265.

157 ORLEANS TECHNICAL INSTITUTE

DATA PROCESSING

Specialization: Systematic sequence of operations and programming in RPGII, COBOL, and BASIC or FORTRAN.

Dates: April 23 to Oct. 15, repeated in Fall.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction, tutoring in reading, and mathematics. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,400 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

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158 PARKLAND COLLEGE

Specialization: Data processing operations.

Dates: Aug. to June.

Instruction: *Location:* Champaign, Illinois; on campus. *Methods:* lectures, discussion groups, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 30 semester hours, constitutional examination. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for special counseling. International student organization on campus. ESL instruction available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

159 PHILLIPS BUSINESS COLLEGE

Specialization: Data entry.

Dates: Eight months; classes begin monthly except July and Dec.

Instruction: *Location:* Alexandria, Virginia; at school. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20MN. A foreign student counselor/adviser is not available. English workshops are available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* none. *Language:* English proficiency on intermediate level is preferred.

Cost: \$2,250 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* none. *Fee:* none.

Contact: Patsy Campbell or Bill Powell, Phillips Business College, 3823 Mt. Vernon Ave., Alexandria, VA 22305. (703) 549-9131.

160 PHILLIPS COLLEGE NORTHSIDE

DATA ENTRY

Specialization: Data processing, data entry verification and practice, business machines, and secretarial office procedures.

Dates: Jan. 16 to Nov. 15, April 16 to Jan. 10, July 9 to April 5, and Oct. 8 to July 5.

Instruction: *Location:* Atlanta, Georgia; at school. *Methods:* lectures, discussion groups, "hands-on" training, computer-assisted instruction. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is preferred.

Cost: \$2,480 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* none.

Contact: Admissions Office, Phillips College Northside, 1140 Hammond Dr., Building E., Suite 5200, Atlanta, GA 30328. (404) 391-9180.

161 PROSPECT HALL COLLEGE**COMPUTER DATA MANAGEMENT**

Specialization: Encompasses both micro and large mainframe computers.

Dates: March 26 to June 22, June 25 to Sept. 14, Sept. 24 to Dec. 14, and Jan. 7 to March 29.

Instruction: Location: Hollywood, Florida; at school. *Methods:* lectures, discussion groups, field trips, "hands-on" training. *By:* school faculty.

Highlights: New Program. Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 total enrollment; 35% foreign enrollment.

Eligibility: Academic secondary school. *Professional:* not given. *Language:* English proficiency on beginning level is required.

Cost: \$3,900 for tuition, books.

Housing: In apartments.

Application: *Deadline:* not given. *Fee:* \$25; not refundable.

Contact: Ronald J. Bonavita, Director of Admissions, Prospect Hall College, 1725 Monroe St., Hollywood, FL 33020, (305) 923-8100.

162 PROSPECT HALL COLLEGE**DATA PROCESSING ENTRY SPECIALIST**

Specialization: Encompasses both micro and large mainframe computers.

Dates: March 26 to June 22, June 25 to Sept. 14, Sept. 24 to Dec. 14, and Jan. 7 to March 29.

Instruction: Location: Hollywood, Florida; at school. *Methods:* lectures, discussion groups, field trips, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered short-term programs since 1981; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 75 participants; 35% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional:* not given. *Language:* English proficiency on beginning level is required.

Cost: \$1,300 for tuition, books.

Housing: In apartments.

Application: *Deadline:* not given. *Fee:* \$25; not refundable.

Contact: Ronald J. Bonavita, Director of Admissions, Prospect Hall College, 1725 Monroe St., Hollywood, FL 33020, (305) 923-8100.

163 ROCKLAND COMMUNITY COLLEGE

Specialization: Data processing with business emphasis.

Dates: Sept. to May.

Instruction: Location: Suffern, New York; on campus. *Methods:* lectures, discussion groups, computer-assisted instruction. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate upon completing 24 credits. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring services and ESL program.

Eligibility: Academic secondary school. *Professional:* not given. *Language:* English proficiency on intermediate level is preferred. TOEFL: 530.

Cost: \$8,810 inclusive.

Housing: With families.

Application: *Deadline:* not given. *Fee:* none.

Contact: Celia Greenberg, Center for International Students, Rockland Community College, 145 College Rd., Room 5211, Suffern, NY 10901, (914) 356-4650, ext. 530.

164 RUTLEDGE COLLEGE

Specialization: Data entry and office specialist.

Dates: Feb. 9 to Sept. 18, March 16 to Oct. 24, April 24 to Dec. 5, May 31 to Jan. 24, and July 9 to May 9.

Instruction: *Location* Winston-Salem, North Carolina; on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 250 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. School test.

Cost: \$2,150 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* none.

Contact: J. Robert Middleton, Rutledge College, 820 West Fourth St., Winston-Salem, NC 27101. (919) 725-8701.

165 SOUTHERN OHIO COLLEGE DATA ENTRY AND CLERICAL OPERATIONS

Specialization: Data entry devices including electronic keypunches and keyboard to magnetic recording devices.

Dates: Three-quarter program; new classes begin Jan., March, June, and Sept.

Instruction: *Location* Cincinnati, Ohio; on campus. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon completing 48 quarter credit hours. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 0.26% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* TOEFL: 350.

Cost: \$3,417 for tuition, books.

Housing: In dormitories, apartments.

Application: *Deadline* quarterly. *Fee* \$100; not refundable.

Contact: Raymond Green, Southern Ohio College, Fairfield Campus, 4641 Bacher Lane, Fairfield, OH 45014. (513) 829-7100.

166 SOUTHERN OHIO COLLEGE/NORTHSIDE SKILLS CENTER

Specialization: Data entry.

Dates: 30 weeks; classes begin every five weeks.

Instruction: *Location* Cincinnati, Ohio; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completing 27 semester credits (600 instructional hours.) A foreign student counselor/adviser is not available. 76 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$2,250 for tuition, books.

Housing: Not provided.

Application: *Deadline* not given. *Fee* none.

Contact: Valerie Vazquez, Director, Southern Ohio College/Northside Skills Center, 4781 Hamilton Ave., Cincinnati, OH 45223. (513) 681-1131.

167 STAUTZENBERGER COLLEGE**KEYBOARD SPECIALIST**

Specialization: Typing, computer fundamentals, word processing, and data entry.

Dates: One year; classes begin April 2, July 2, Oct. 1, and Jan. 2.

Instruction: Location Bowling Green, Ohio; on campus. *Methods:* lectures, discussion groups, individualized instruction. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 25 participants, 1% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional:* not given. *Language:* English proficiency on intermediate level is preferred. Interview.

Cost: \$2,400-2,900 for tuition, books, fees.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* none. *Fee:* \$25; refundable if not accepted.

Contact: John Randall, Admissions, Stautzenberger College, 309 S. Main St., Bowling Green, OH 43402. (419) 352-8375.

168 SUOMI COLLEGE

Specialization: Software and business applications of computer languages.

Dates: Sept. 10 to April 27.

Instruction: Location Hancock, Michigan; on campus. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, language labs. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1982; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. A foreign student counselor/adviser is available for tutorial assistance and in formal counseling. 30 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* not given. *Language:* English proficiency on intermediate level is preferred.

Cost: \$8,500 for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline:* open. *Fee:* \$15; not refundable.

Contact: Director of Admissions, Suomi College, Hancock, MI 49930. (906) 482-3300.

169 TEXAS INSTITUTE, INC.**DATA PROCESSING**

Specialization: Introduction to data processing, COBOL, assembly language coding, operations under DOS and OS with JCL, RPG-III programming, office systems management, and data entry.

Dates: Six months; new classes begin monthly.

Instruction: Location Dallas, Texas; at institute. *Methods:* lectures, "hands-on" training, computer-assisted instruction. *By:* institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing and local transportation arrangements. 30 participants, 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required, TOEFL about 500.

Cost: \$1,955 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* prior to class. *Fee:* \$1,000; refundable.

Contact: Stewart W. Swacker, Director, Texas Institute, Inc., 1829 Regal Row, Dallas, TX 75235. (214) 637-5211.

170 TEXAS SOUTHMOST COLLEGE

Specialization: Business data processing.

Dates: One year; contact school for class schedule.

Instruction: Location: Brownsville, Texas; on campus. *Methods:* lectures, field trips, "hands-on" training. *By:* college faculty, professional guest speakers/lecturers.

Highlights: New Program. Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is not available for full student support services. ESL program available. 20 participants; 4% total foreign enrollment in 1983.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on intermediate level is required. Nelson-Denny Reading Test/College Board.

Cost: \$14,350 inclusive.

Housing: In apartments.

Application: Deadline: three months prior. Fee: \$20; not refundable.

Contact: Dr. Jaime Chakin, Dean of Student Services, Texas Southmost College, 83 Ft. Brown, Brownsville, TX 78520; (512) 344-8213.

171 UNITED COLLEGE OF BUSINESS

BUSINESS DATA PROCESSING

Specialization: BASIC and COBOL languages, software applications, accounting, office procedures, and typing.

Dates: Nine months; new classes begin monthly.

Instruction: Location: Santa Monica or Hollywood, California; at school. *Methods:* lectures, individualized instruction, "hands-on" training, computer-assisted instruction. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is available for study skill workshops and ESL program. 10 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on advanced level is required. School test.

Cost: \$4,025 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: two weeks prior. Fee: \$100; not refundable.

Contact: Stanley Pakula, United College of Business, 1233 Santa Monica Mall, Santa Monica, CA 90401; (213) 395-3231 or John Funk, United College of Business, 6690 Sunset Blvd., Hollywood, CA 90028; (213) 461-8565.

172 YORKTOWNE BUSINESS INSTITUTE

DATA PROCESSING SPECIALIST

Specialization: Computer operations, flowcharting and problem solving, BASIC, FORTRAN, and report program generator (RPG).

Dates: 26 weeks; new classes begin monthly.

Instruction: Location: College Park, Maryland; at institute. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By:* institute faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is preferred.

Cost: \$3,890 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$100; refundable.

Contact: Eugene Buccelli, Yorktowne Business Institute, 4601 Calvert Blvd., College Park, MD 20740. (301) 779-1903.

173 YORKTOWNE BUSINESS INSTITUTE DATA PROCESSING SPECIALIST

Specialization: Intensive training on IBM equipment in five computer languages.

Dates: Aug. 13 to March 12, Sept. 17 to April 3, Oct. 22 to May 10, and Dec. 3 to June 20.

Instruction: *Location:* Glen Burnie, Maryland: at institute. *Methods:* lectures, field trips, individualized instruction, "hands-on" training, independent study/research. *By:* institute faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1983. Certificate upon minimum C grade average. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is not available. 3% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required.

Cost: \$3,790 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$100; not refundable.

Contact: Robert L. Newman, Yorktowne Business Institute, 91 Aquahart Rd., Glen Burnie, MD 21061. (301) 787-1060.

Programming

174 AIRCO COMPUTER LEARNING CENTER

Specialization: Programs available in computer programming and computer operations. Both use IBM 4331. Programmers learn RPG-III, COBOL and Assembler; operators learn DOS/VSE, OSVS and RPG-III.

Dates: Six months; classes start monthly.

Instruction: *Location:* Somerville, Massachusetts: at school. *Methods:* lectures, individualized instruction, "hands-on" training, science labs. *By:* school faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1983. Certificate. A foreign student counselor/advisor is available for tutoring and counseling. 50 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* some undergraduate work (computer programming), secondary school (computer operations). *Professional:* IBM aptitude test. *Language:* English proficiency on intermediate level is required.

Cost: \$4,685 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* \$25; not refundable.

Contact: Janet Gahan, Admissions Director, Computer Learning Center, 3 Middlesex Ave., Somerville, MA 02143. (617) 776-3500.

175 AIRCO COMPUTER LEARNING CENTER COMPUTER PROGRAMMING

Specialization: Hands-on training on IBM 4341 system. COBOL, RPG/II and Assembler taught.

Dates: June 4 to Dec. 5, July 16 to Jan. 11, Aug. 13 to Feb. 8, and Sept. 11 to March 13.

Instruction: Location Paramus, New Jersey; at school. Methods lectures, discussion groups, field trips, "hands-on" training, independent study/research. By school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon minimum C grade average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 50 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic associate's degree. Professional none. Language English proficiency on intermediate level is required. School test.

Cost: \$4,750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline two weeks prior. Fee \$25; not refundable.

Contact: Robert J. Gebi, Director of Admissions, Airco Computer Learning Center, 160 Route 4 East, Paramus, NJ 07652 (201) 845-6868.

176 BATON ROUGE SCHOOL OF COMPUTERS

Specialization: Computer programming. Other courses available in computer operations, data entry, keypunch, computer accounting, and computer electronics-robotics.

Dates: Ten months; new classes begin the first and third Monday monthly.

Instruction: Location Baton Rouge, Louisiana; at school. Methods lectures, individualized instruction, "hands-on" training, computer-assisted instruction. By school faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing and translating services. 25 participants, 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency on beginning level is required. TOEFL.

Cost: \$4,375 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline two weeks prior. Fee \$100; refundable.

Contact: Betty D. Truxillo, President, Baton Rouge School of Computers, Baton Rouge, LA 70809, (504) 923-2525.

**177 BRYANT & STRATTON
BUSINESS INSTITUTE**

COMPUTER PROGRAMMING

Specialization: Includes intensive training in business English and business communications.

Dates: 30 weeks; new classes begin every other month.

Instruction: Location Goleta, California; at institute. Methods lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 1.75 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 500 participants total enrollment; 10% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred. School test.

Cost: \$3,475 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Glenda C. Snyder, Bryant & Stratton Business Institute, 320 South Kellogg Ave., Goleta, CA 93117. (805) 964-4896.

178 BUSINESS EDUCATION INSTITUTE

Specialization: Computer programming utilizing three computer languages and the IBM 370 and IBM 34 systems.

Dates: 25 weeks: classes begin every eight weeks.

Instruction: *Location* West Springfield, Massachusetts: at institute. *Methods* lectures, discussion groups, "hands-on" training, language labs. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$3,450 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; refundable.

Contact: Admissions Office, Business Education Institute, 201 Park Ave., West Springfield, MA 01089. (413) 737-4708.

179 BYRAN INSTITUTE

Specialization: Computer programming.

Dates: 800 clock hours: classes begin every two months.

Instruction: *Location* Tulsa, Oklahoma: at institute. *Methods* lectures, individualized instruction, "hands-on" training. *By* not given.

Highlights: Sponsor has offered short-term programs since 1970; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,445 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$195; refundable.

Contact: E.W. Gough, Director, Byran Institute, 2843 E. 51 St., Tulsa, OK 74105. (918) 749-6891.

180 CBM EDUCATION CENTER

COMPUTER OPERATIONS AND PROGRAMMING

Specialization: Training on IBM System 34 and microprocessors.

Dates: Nine months: classes begin every six weeks.

Instruction: *Location* San Antonio, Texas: at center. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* center faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1969; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are

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eligible to enroll. A foreign student counselor/adviser is available for tutoring and financial aid services. 500 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$4,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$100; not refundable.

Contact: Ron Allen, CBM Education Center, 406 W. Durango, San Antonio, TX 78207. (512) 224-9286.

181 CAMBRIDGE INSTITUTE FOR COMPUTER PROGRAMMING

Specialization: Computer programming and systems analysis and design.

Dates: June to Dec., Sept. to March, and Oct. to April.

Instruction: *Location* Boston, Massachusetts: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, language labs. By institute faculty, software consultants.

Highlights: Sponsor has offered short-term programs since 1980; program will be offered in 1985. Certificate upon completing 650 instructional hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. ESL instruction is available. 125 participants; 10% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on advanced level is preferred. TOEFL: 600.

Cost: \$4,650 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* not given.

Contact: Cambridge Institute for Computer Programming, 480 Boylston St., Boston, MA 02116. (617) 536-1980.

182 CONTROL DATA INSTITUTE—ST. LOUIS

Specialization: Computer programming and operations.

Dates: 26 weeks; classes begin every two weeks.

Instruction: *Location* St. Louis, Missouri: at institute. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction, science labs. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work or appropriate work experience. *Professional* see academic requirements. *Language* English proficiency on intermediate level is required. School test.

Cost: \$5,250 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$75; refundable.

Contact: Christine Eldarrat, Control Data Institute, 3694 W. Pine, St. Louis, MO 63108. (314) 534-8181.

183 CONTROL DATA INSTITUTE—PHILADELPHIA

Specialization: Computer programming and operations. Individualized program.

Dates: Classes begin weekly.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible

to enroll. A foreign student counselor/adviser is not available. 200 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* associate's degree. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,250 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$50; refundable.

Contact: J.A. Cantrell, Control Data Institute, 1429 Walnut St., Philadelphia, PA 19102. (215) 854-1370.

184 DATA PROCESSING INSTITUTE

COMPUTER PROGRAMMING

Specialization: From fundamentals of data processing to advanced programming techniques.

Dates: Ten months; classes begin monthly from May through Oct.

Instruction: *Location* Orlando, Tampa, or Jacksonville, Florida; at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing and transportation assistance. 24 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, aptitude test. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$3,995 for tuition, books, lab fee.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* five weeks prior. *Fee* \$95; not refundable.

Contact: Data Processing Institute, 1819 North Semoran Blvd., Orlando, FL 32807. (305) 678-5600.

185 ELECTRONIC COMPUTER PROGRAMMING INSTITUTE

DATA PROCESSING COMPUTER PROGRAMMING

Specialization: Mainframe curriculum languages include BASIC, COBOL, ASSEMBLER and RPGII/III.

Dates: Ten months; classes begin monthly.

Instruction: *Location* Kansas City, Missouri; at institute. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, language labs, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon completing 950 instructional hours. Practical training is a program component; participants are paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 10 participants; 1% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$500; refundable.

Contact: Electronic Computer Programming Institute, 611 W. 39 St., Kansas City, MO 64111. (816) 561-7758.

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186 EMPIRE TECHNICAL SCHOOL

COMPUTER PROGRAMMING AND INTRODUCTION TO OPERATIONS

Specialization: Programming languages include COBOL, RPG/II, and BAL. IBM System 370/138 with CRT's on premises.

Dates: Six months; classes begin monthly.

Instruction: *Location* New York, New York; at school. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate upon minimum 65% on written examinations, 75% on programs. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring and counseling. 30 participants; 40% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* Documentary proof of English proficiency on intermediate level is required.

Cost: \$3,195 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$500; refundable.

Contact: Michael Feder, Empire Technical School, Empire State Building, 350 Fifth Ave., New York, NY 10118. (212) 563-3100.

187 FPM DATA SCHOOL

BUSINESS COMPUTER SPECIALIST

Specialization: Computer programming.

Dates: Nine months; classes begin Jan., April, July, and Oct.

Instruction: *Location* Arnold, Pennsylvania; at school. *Methods* lectures, discussion groups, case studies, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 70% grade average, 90% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available at present time. Limited foreign enrollment; individual adviser and attention for foreign students. 24 participants. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required.

Cost: \$3,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$50; refundable.

Contact: William H. Pelisari, President, FPM Data School, Inc., 1704 Fourth Ave., Arnold, PA 15068. (412) 339-3571.

188 GLOBE COLLEGE OF BUSINESS

COMPUTER PROGRAMMING SPECIALIST

Specialization: Comprehensive exposure to computer science.

Dates: April 4 to Dec. 21, July 9 to March 29, Oct. 3 to June 21, and Jan. 7 to Sept. 25.

Instruction: *Location* St. Paul, Minnesota; on campus. *Methods* lectures, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. Academic tutoring and ESL program available. 30 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school; knowledge of accounting, math, communications, typing, and data processing. *Professional* not given. *Language* English proficiency on intermediate level is required.

Cost: \$5,400 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$50; not refundable.

Contact: Suzanne Seiler, Director of Education, Globe College of Business, Inc., 236 E. Fifth St., St. Paul, MN 55101. (612) 224-4378.

189 HAMMEL COLLEGE

Specialization: Computer programming.

Dates: One year: classes begin Jan., March, June, and Sept.

Instruction: *Location* Akron, Ohio: on campus. *Methods* lectures, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. A foreign student counselor/adviser is not available.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required.

Cost: \$2,400-\$3,450 for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: James M. Lamers, Hammel College, 885 E. Buchtel, Akron, OH 44305. (216) 762-7491.

190 INDIANA VOCATIONAL TECHNICAL COLLEGE COMPUTER PROGRAMMING TECHNOLOGY

Specialization: Integrated study of the theory and practice in computer programming.

Dates: Nine months: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 51 credit hours. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school; proficiency in reading, mathematics. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,958.25 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

191 INSTITUTE OF COMPUTER TECHNOLOGY

Specialization: Programs include computer systems and operations, computer programming analyst, and computer programming professional.

Dates: Classes begin every six weeks.

Instruction: *Location* Los Angeles, California: at institute. *Methods* lectures, discussion groups, case studies, "hands-on" training, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1983; programs will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 35 participants; 50% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

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Eligibility: *Academic* secondary school. *Professional* not given. *Language* TOEFL: 450.
Cost: \$4,390 for tuition.
Housing: Not provided; sponsor does assist in locating housing.
Application: *Deadline* six weeks prior. *Fee* none.
Contact: Institute of Computer Technology, 3200 Wilshire Blvd., Los Angeles, CA 90010. (213) 381-3333.

192 LONG BEACH COLLEGE OF BUSINESS COMPUTER PROGRAMMING

Specialization: Advanced computer operations including BASIC and ANSI COBOL programming, and an introduction to systems analysis.
Dates: 36 weeks; classes begin every two weeks.
Instruction: *Location* Long Beach, California; on campus. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.
Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.
Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. School test.
Cost: Not given.
Housing: Not provided; sponsor does not assist in locating housing.
Application: *Deadline* three days prior. *Fee* not given.
Contact: Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.

193 NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE COMPUTER PROGRAMMING

Specialization: COBOL, FORTRAN or BASIC, and advanced programming languages.
Dates: Sept. to June.
Instruction: *Location* Winsted, Connecticut; on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty.
Highlights: Sponsor has offered this short-term programs since 1980; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 30 participants. Program is evaluated; evaluations are available to prospective participants.
Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.
Cost: \$1,600 for tuition.
Housing: Not provided; sponsor does assist in locating housing.
Application: *Deadline* June. *Fee* \$10; not refundable.
Contact: Richard G. Tracy, Director of Admissions, Northwestern Connecticut Community College, Park Pl. E., Winsted, CT 06098. (203) 379-8543.

194 RUST COLLEGE COMPUTER LITERACY

Specialization: COBOL and FORTRAN.
Dates: Sept. 7 to Oct. 21, Oct. 26 to Dec. 16, Jan. 3 to Feb. 20, and Feb. 22 to April 10.
Instruction: *Location* Holly Springs, Mississippi; on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, computer-assisted instruction. *By* college faculty.
Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll.

A foreign student counselor/adviser is available for tutorials. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: Not given.

Housing: In dormitories.

Application: *Deadline* June and Nov. *Fee* \$10; not refundable.

Contact: Clarence E. Smith, Director of Admissions, Recruitment and Records, Rust College, Holly Springs, MS 38635. (601) 252-4661.

195 SAINT PETER'S COLLEGE

Specialization: Computer programming.

Dates: Sept. to June.

Instruction: *Location* Jersey City, New Jersey: on campus. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon completing 33 credits. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$4,170-\$4,587 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 1. *Fee* \$30; not refundable.

Contact: Alessandro C. Calianese, Dept. of Computer Science, Saint Peter's College, Jersey City, NJ 07306. (201) 333-4400.

196 SPENCER COLLEGE

Specialization: Computer programming.

Dates: One year: classes begin Jan., Feb., April, June, Aug., and Oct.

Instruction: *Location* Baton Rouge, Louisiana: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20MN. A foreign student counselor/adviser is available. 25 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required.

Cost: \$3,900 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50 plus 10% of course cost.

Contact: Becky Burke, Spencer College, 2902 Florida Blvd., Baton Rouge, LA 70802. (504) 383-7701.

197 STRATTON COLLEGE

COMPUTER PROGRAMMING

Specialization: Computer theory, operations, and languages.

Dates: One year: classes begin Oct., Jan., April, and July.

Instruction: *Location* Milwaukee, Wisconsin: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign

78 COMPUTER TECHNOLOGY 198-199

student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$5,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25.

Contact: Russell Raetig, Director of Admissions, Stratton College, 1300 N. Jackson St., Milwaukee, WI 53202. (414) 276-5200.

198 STRAYER COLLEGE

Specialization: Computer programming.

Dates: Six months; classes begin monthly.

Instruction: *Location* Washington, D.C. or Arlington, Virginia; on campus. *Methods* lectures, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.

Cost: \$1,450 for tuition, books.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: Dariush Forghani, Strayer College, 1100 Vermont Ave., NW, Washington, DC 20005. (202) 861-5226.

199 SYRIT COMPUTER SCHOOL SYSTEMS COMPUTER PROGRAMMING 900

Specialization: Covers RPGII on the IBM System 38, COBOL, BASIC, and the utilities included.

Dates: 26 weeks; classes begin Jan., April, June, and Sept.

Instruction: *Location* Brooklyn, New York; at school. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* none.

Contact: Joshua Meisels, Syrit Computer School Systems, 5220 13th Ave., Brooklyn, NY 11219. (212) 853-1212.

Repair and Maintenance

200 ABC TECHNICAL AND TRADE SCHOOLS

Specialization: Computer/Robotics technician program includes basic and advanced electronics, and electronic communications.

Dates: One year; classes begin monthly.

Instruction: *Location:* Tucson, Arizona; at school. *Methods:* lectures, discussion groups, field trips, individualized instruction, science labs. *By:* school faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 20 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* must pass school's mechanical aptitude, reading comprehension, and math test. *Professional:* prior knowledge of computer technology. *Language:* English proficiency on intermediate level is required.

Cost: \$8,606.75 for tuition, books, tools, safety insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* five days prior. *Fee:* \$75; not refundable.

Contact: D. Marshall Maher, School Director, ABC Technical and Trade Schools, 3761 E. Aviation Hwy., Tucson, AZ 85713, (602) 748-1762.

201 JOSEPH BULOVA SCHOOL

Specialization: Computer repair.

Dates: Eight months; classes begin first Tuesday monthly.

Instruction: *Location:* Woodside, New York; at school. *Methods:* individualized instruction, "hands-on" training. *By:* school faculty.

Highlights: New Program. Sponsor has offered short-term programs since 1945; program will be offered in 1985. Certificate. Practical training is a program component; participants are paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for individualized counseling. 125 participants per year; 10-15% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* none. *Professional:* none. *Language:* English proficiency on advanced level is required.

Cost: \$3,360 for tuition. **Scholarship:** Full, partial.

Housing: In dormitories, apartments.

Application: *Deadline:* none. *Fee:* none. *Scholarship application deadline:* not given.

Contact: David Aboulafia or Joseph Hogan, Joseph Bulova School, 40-24 62 St., Woodside, NY 11377, (212) 424-2929.

202 DATA PROCESSING INSTITUTE

ELECTRONICS/ COMPUTER TECHNOLOGY

Specialization: Emphasis on solid state, digital, and microprocessor circuits.

Dates: May 7 to Feb. 16, July 3 to April 18, Sept. 10 to June 13, and Nov. 5 to Aug. 15.

Instruction: *Location:* Orlando and Jacksonville, Florida; at school. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By:* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing and transportation assistance. 24 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

80 COMPUTER TECHNOLOGY 203-205

Eligibility: *Academic:* secondary school; entrance exam. *Professional:* none. *Language:* English proficiency on intermediate level is required.

Cost: \$3,995 for tuition, books, lab fee.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* five weeks prior. *Fee:* \$85; not refundable.

Contact: Data Processing Institute, 1819 N. Semoran Blvd., Orlando, FL 32807. (305) 678-3600.

203 DETROIT ENGINEERING INSTITUTE

Specialization: Computer electronics.

Dates: One year: classes begin every 12 weeks.

Instruction: *Location:* Detroit, Michigan; at school. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. Program offered in English, Spanish, and Arabic depending on need. *By:* school faculty; all have minimum two years' field experience.

Highlights: Sponsor has offered this short-term program since 1950; program will be offered in 1985. Certificate upon minimum 1.5 grade point average, 85% attendance. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 120 participants, 4% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required. Interview and school's reading and composition test.

Cost: \$3,800 for tuition.

Housing: In apartments, furnished rooms, with families.

Application: *Deadline:* none. *Fee:* \$200; refundable.

Contact: Peter Berick, President, Detroit Engineering Institute, 2030 Grand River, Detroit, MI 48226. (313) 222-7450.

204 NATIONAL TECHNICAL SCHOOLS

Specialization: Computers.

Dates: 11 months; classes start monthly.

Instruction: *Location:* Los Angeles, California; at school. *Methods:* lectures, field trips, "hands-on" training. *By:* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1905; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required.

Cost: \$2,000-\$4,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$200; not refundable.

Contact: F. Robinson, National Technical Schools, 4000 S. Figueroa St., Los Angeles, CA 90037. (213) 234-3061.

205 PENNSYLVANIA INSTITUTE OF TECHNOLOGY

Specialization: Computer electronics technology.

Dates: April 2 to March 29.

Instruction: *Location:* Media, Pennsylvania; at institute. *Methods:* lectures, field trips, "hands-on" training, computer-assisted instruction. *By:* institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon completing 1200 instructional hours; minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign

student counselor/adviser is available for language support, tutoring, housing assistance. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500 or University of Michigan Test: 75.

Cost: \$5,500 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 2. *Fee* \$50; not refundable.

Contact: Ms. Rose Ann Frank, Pennsylvania Institute of Technology, 800 Manchester Ave., Media, PA 19063, (215) 365-7500, ext. 113.

206 PRACTICAL SCHOOLS—A TECHNICAL INSTITUTE

Specialization: Computer technician.

Dates: March 26 to Nov. 30, July 2 to April 12, and Nov. 19 to Aug. 30.

Instruction: *Location* Anaheim, California; at school. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, I-20MX, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing assistance, tutoring. 30-35 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, school entrance exam. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 650.

Cost: \$6,655.14 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* one-half tuition, refundable.

Contact: Practical Schools, Admissions Dept., 1630 Babbitt, Anaheim, CA 92805, (714) 634-4565.

207 TECHNICAL CAREERS INSTITUTE

Specialization: Computer repair. Designed to be practical with "hands-on" experience.

Dates: Classes begin Jan., April, July, and Sept.

Instruction: *Location* West Haven, Connecticut; at institute. *Methods* "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 1,200 participants total enrollment; 3% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* work sample, written exam. *Language* TOEFL.

Cost: About \$6,000 for tuition, books.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$100; refundable.

Contact: George Simmons, Technical Careers Institute, 11 Kimberly Ave., West Haven, CT 06516, (203) 932-2282.

Word Processing

208 THE BERKELEY SCHOOL

Specializations: Two programs available in word processing and secretarial skills.

Dates: Three- and nine-month duration; classes begin July, Sept., Jan., and April.

Instructions: Location: various locations in New York and New Jersey. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By:* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate. Issues I-20/AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is available for tutoring and remedial work. 25 participants; 2% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. *Professional note:* Language: English proficiency on intermediate level is required.

Cost: \$1,795 (three months), \$5,090 (nine months) for tuition, books, accident insurance. **Scholarships:** Partial.

Housing: In dormitories at the White Plains, NY and Little Falls, NJ locations. Sponsor does assist in locating housing at all locations.

Applications: *Deadline:* two weeks prior. *Fee:* \$25; not refundable. *Scholarship application deadline:* two weeks prior.

Contact: Carol L. Burke, The Berkeley School, West Red Oak Lane, White Plains, NY 10604. (914) 696-1122; Jack R. Jones, The Berkeley School, Drawer F, Little Falls, NJ 07424. (201) 278-5400; Cynthia C. Marchese, The Berkeley School, 99 North Broadway, Hicksville, NY 11801. (516) 938-7272; Daniel J. Lane, The Berkeley School, 230 Railway Ave., Woodbridge, NJ 07095. (201) 730-1800; Vivian Hoglund, The Berkeley School, 405 Lexington Ave., New York, NY 10017. (212) 986-4543; or Patricia C. Koch, The Berkeley School, 75 N. Maple Ave., Ridgewood, NJ 07450. (201) 652-0388.

209 BRANELL COLLEGE

Specializations: Executive secretarial skills combined with word processing.

Dates: Six months; classes begin monthly.

Instructions: Location: Nashville, Tennessee: at school. *Methods:* lectures, individualized instruction, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is not available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: secondary school. *Professional note:* Language: English proficiency on intermediate level is required. TOEFL.

Cost: \$2,700 for tuition, books.

Housing: Not provided.

Applications: *Deadline:* none. *Fee:* \$25; not refundable.

Contact: Harry V. Weber, Branell College, 3400 West End Ave., Nashville, TN 37203. (615) 297-1100.

210 BRYANT & STRATTON
BUSINESS INSTITUTE

INFORMATION/WORD PROCESSING

Specialization: Includes intensive training in business English and business communications.

Dates: 30 weeks; new classes begin twice per month.

Instruction: Location: Goleta, California; at institute. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research, by institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum 1.75 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is not available. 500 total enrollment; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional none. Language: English proficiency on advanced level is preferred. School test.

Cost: \$3,315 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Applications: Deadline: two weeks prior. Fee: \$25; not refundable.

Contact: Glenda C. Snyder, Bryant & Stratton Business Institute, 320 South Kellogg Ave., Goleta, CA 93117. (805) 964-8896.

211 BRYANT & STRATTON
BUSINESS INSTITUTE

MEDICAL/WORD PROCESSING

Specialization: Includes intensive training in business English and business communications.

Dates: 48 weeks; classes begin twice per month.

Instruction: Location: Goleta, California; at institute. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research, by institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum 1.75 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is not available. 500 total enrollment; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional none. Language: English proficiency on advanced level is preferred. School test.

Cost: \$3,765 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Applications: Deadline: two weeks prior. Fee: \$25; not refundable.

Contact: Glenda C. Snyder, Bryant & Stratton Business Institute, 320 South Kellogg Ave., Goleta, CA 93117. (805) 964-8896.

212 BRYANT & STRATTON COLLEGE

WORD/INFORMATION PROCESSING

Specialization: Word processing with an introduction to data processing and office automation.

Dates: Six months or nine months; classes begin monthly.

Instruction: Location: Chicago, Illinois; on campus. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, by college faculty.

Highlights: New Program. Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is not available. 25 participants. Program will be evaluated; evaluations will be available to prospective participants.

84 COMPUTER TECHNOLOGY 213-215

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is preferred. SRA Verbal: 50%.

Cost: \$5,000 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$25; not refundable.

Contact: Fran Taylor, Director of Admissions, Bryant & Straton College, 420 Merchandise Mart, Chicago, IL 60654. (312) 670-0058.

213 BUSINESS EDUCATION INSTITUTE

Specialization: Programs available in Executive Secretary/Word Processing using the IBM 34 and the IBM Memory 75 typewriter.

Dates: 29 or 44 weeks; classes begin every three to four months.

Instruction: *Location:* West Springfield, Massachusetts; at institute. *Methods:* lectures, discussion / groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, labs, independent study/research. By institute faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1985. Certificate upon minimum C grade. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is not available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on beginning level is preferred.

Cost: \$3,495-\$3,995 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* two weeks prior. *Fee:* \$50; refundable.

Contact: Admissions Office, Business Education Institute, 201 Park Ave., West Springfield, MA 01089. (415) 757-4708.

214 CHASE BUSINESS COLLEGE

Specialization: Word processing.

Dates: 11 months; classes begin monthly except Dec.

Instruction: *Location:* Vancouver, Washington; at school. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. By school faculty.

Highlights: Sponsor has offered this short-term program since 1948; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. A foreign student counselor/advisor is not available. 15% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,000 for tuition, books.

Housing: Not provided.

Application: *Deadline:* none. *Fee:* \$50; refundable.

Contact: Admissions Representative, Chase Business School, 2700 N.E. Anderson Rd., Vancouver, WA 98661. (206) 693-4717.

215 DATA INSTITUTE BUSINESS SCHOOL

WORD PROCESSING

Specialization: Includes typing, business English, and an introduction to bookkeeping. Training on the Wang WPS-20 system.

Dates: 24 weeks; classes begin July, Sept., Oct., and Jan.

Instruction: *Location:* East Hartford, Connecticut; at school. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. By school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1962; program will be offered in 1985. Certificate upon minimum 2.0 grade point average in 12 required courses. Practical training is a program component; participants are paid through college work-study. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for English tutorials. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,725 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* eight weeks prior. *Fee* \$125; not refundable.

Contact: Mark Scheinberg, Director, Data Institute Business School, 525 Burnside Ave., East Hartford, CT 06108. (203) 528-4111.

216 DAVENPORT COLLEGE

Specialization: Word processing operator.

Dates: Nine months: classes begin Sept., Jan., March, and June.

Instruction: *Location* Lansing, Michigan: on campus. *Methods* lectures, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,186 for tuition; about \$350 for books.

Housing: In apartments (female applicants only). Sponsor does assist in locating housing for males.

Application: *Deadline* none. *Fee* \$50; not refundable.

Contact: Susan Backofen, Director of Admissions, Davenport College, Lansing Branch, 220 E. Kalamazoo, Lansing, MI 48933. (517) 484-2600.

217 FORT STEILACOOM COMMUNITY COLLEGE

Specialization: Word processing.

Dates: One year: classes begin Sept., Jan., April, and June.

Instruction: *Location* Tacoma, Washington: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for academic counseling and ESL programs. International Student Club available on campus. 150 total participants in certificate programs; 1.3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 450 or Univ. of Michigan Test: 72.

Cost: About \$9,360 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Office of International Education, Fort Steilacoom Community College, 9401 Farwest Dr. SW, Tacoma, WA 98498. (206) 964-6686.

218 HAMMEL COLLEGE

Specialization: Word processing.

Dates: One year: classes begin Jan., March, June, and Sept.

Instruction: *Location* Akron, Ohio: on campus. *Methods* lectures, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB. A foreign student counselor/adviser is not available.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required.

Cost: Not given.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: James M. Lamers, Hammel College, 885 E. Buchtel, Akron, OH 44305. (216) 762-7491.

219 INDIANA BUSINESS COLLEGE

Specialization: Word processing. Individual instruction. Students progress according to previous education and scholastic ability.

Dates: Classes begin weekly.

Instruction: *Location* Various cities in Indiana: on campus. *Methods* individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1902; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL.

Cost: \$8,000 inclusive.

Housing: With families.

Application: *Deadline* three months prior. *Fee* none.

Contact: Mike Skaggs, Indiana Business College, 802 N. Meridian St., Indianapolis, IN 46204. (317) 634-8337.

220 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Word processing.

Dates: May to Jan. and Feb. to Oct.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average; 85% attendance. I-20MN authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL programs, tutoring, and vocational counseling are available. 15 participants; 15% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* aptitude test. *Language* English proficiency on intermediate level is required. John Test: 50.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$25; refundable if not accepted.

Contact: Donna Portnoy, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 726-4400.

221 LONG BEACH COLLEGE OF BUSINESS WORD PROCESSING CLERICAL

Specialization: Office procedures, word processing, and advanced computer operations.
Dates: 25 weeks; classes begin every two weeks.

Instruction: *Location* Long Beach, California: on campus. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. School test.

Cost: Not given.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* three days prior. *Fee* not given.

Contact: Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.

222 MacCORMAC JUNIOR COLLEGE

Specialization: Word processing.

Dates: Sept. 20 to June 10.

Instruction: *Location* Chicago or Elmhurst, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate upon minimum C grade average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 3% total foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 480.

Cost: \$3,450 for tuition.

Housing: In dormitories at nearby colleges; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Alan Solid, MacCormac Junior College, 327 S. LaSalle St., Chicago, IL 60604. (312) 922-1884.

223 McHENRY COUNTY COLLEGE

Specialization: Word processing.

Dates: One year: semesters begin Jan., June, and Aug.

Instruction: *Location* Crystal Lake, Illinois: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, language labs, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.

Cost: \$25 per credit hour for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six weeks prior. *Fee* \$3; not refundable. *Scholarship application deadline* none.

Contact: Mr. John Adelman, McHenry County College, Crystal Lake, IL 60014. (815) 455-3700.

224 MICHIGAN TECHNICAL INSTITUTE**WORD PROCESSING**

Specialization: Typing, word processing, dictation, and transcription.

Dates: One year.

Instruction: *Location* Ann Arbor, Michigan: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable if not accepted.

Contact: Rachel Badanowski, Michigan Technical Institute, 611 Church St., P.O. Box 8200, Ann Arbor, MI 48107. (313) 769-4516.

225 MIDLAND CAREER INSTITUTE

Specialization: Programs available in word processing and secretarial skills.

Dates: March 12 to Sept. 5 and Sept. 10 to March 8.

Instruction: *Location* Hempstead, New York: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has always offered short-term programs. Program will be offered in 1985. Certificate upon minimum C grade average. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 12 participants; no foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Stanford Test of Academic Skills: 51.

Cost: About \$3,250 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$50; refundable.

Contact: Admissions Office, Midland Career Institute, 175 Fulton Ave., Hempstead, NY 11550. (516) 481-2774.

226 MOUNTAIN STATES TECHNICAL INSTITUTE

Specialization: Word processing.

Dates: Three months: classes begin every three weeks.

Instruction: *Location* Phoenix, Arizona: at institute. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1974; program will be offered in 1985. Certificate. Issues 1-20AB. A foreign student counselor/adviser is available. 30 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* must type 35 words per minute. *Language* English proficiency on beginning level is required.

Cost: \$2,195 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$100; refundable within three days.

Contact: Ralph E. Fowler, Mountain States Technical Institute, 3120 N. 34 Dr., Phoenix, AZ 85017. (602) 269-7555.

227 NATIONAL BUSINESS INSTITUTE INFORMATION SYSTEMS OPERATOR

Specialization: Operation of various word processing and microcomputer equipment.

Dates: 26 weeks: classes begin every five weeks.

Instruction: *Location* Riverside, California: at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; .5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* must type 35 words per minute. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,143 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 60 days prior. *Fee* none.

Contact: Judith Murakami, Admissions Director, National Business Institute, 3696 Beatty Dr., Riverside, CA 92506. (714) 787-9300.

228 NATIONAL BUSINESS INSTITUTE WORD PROCESSING OPERATOR

Specialization: Operation of various word processing equipment with emphasis on typing speed and accuracy.

Dates: 21 weeks: classes begin every five weeks.

Instruction: *Location* Riverside, California: at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; .5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* must type 35 words per minute. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$2,548 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 60 days prior. *Fee* none.

Contact: Judith Murakami, Admissions Director, National Business Institute, 3696 Beatty Dr., Riverside, CA 92506. (714) 787-9300.

229 NEW YORK TECHNICAL COLLEGE

Specialization: Word processing and office automation.

Dates: Sept. to May: classes begin Sept. and Jan.

Instruction: *Location* Brooklyn, New York: on campus. *Methods* lectures, field trips, individualized instruction, "hands-on" training, language labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL program is available. 215 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* must type 40 words per minute. *Language* School test.

Cost: About \$8,125 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* March 15; Nov. 1. *Fee* \$25; not refundable.

Contact: Jesse Galin, New York Technical College, 300 Jay St., Brooklyn, NY 11201. (212) 643-8595.

230 NORTHEASTERN JUNIOR COLLEGE

Specialization: Word processing.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus. *Methods* lectures, discussion groups, "hands-on" training, labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Mr. Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 655.

231 NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

WORD PROCESSING

Specialization: Keyboarding, computer science, and administrative office procedures.

Dates: Sept. to June.

Instruction: *Location* Winsted, Connecticut: on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1980; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 30 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$1,600 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June. *Fee* \$10; not refundable.

Contact: Richard G. Tracy, Director of Admissions, Northwestern Connecticut Community College, Park Pl. E., Winsted, CT 06098. (203) 379-8545.

232 ORLEANS TECHNICAL INSTITUTE

BASIC WORD PROCESSING

Specialization: Wang word processor operation.

Dates: Four weeks: open enrollment.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction. No foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$550 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

233 ORLEANS TECHNICAL INSTITUTE

WORD PROCESSING

Specialization: Refine communication skills and typing competency, "hands-on" operation of word processors.

Dates: May 7 to Jan. 25, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction; tutoring in reading, mathematics. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

234 PARKLAND COLLEGE

OFFICE CAREERS

Specialization: Word processing skills.

Dates: Aug. to June.

Instruction: *Location* Champaign, Illinois: on campus. *Methods* lectures, discussion groups, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 31 semester hours. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

235 PHILLIPS BUSINESS COLLEGE

Specialization: Word processing.

Dates: Eight months: classes begin monthly except July and Dec.

Instruction: *Location* Alexandria, Virginia: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1985; program will be offered in 1985. Certificate. Issues I-20MN. A foreign student counselor/adviser is not available. English workshops are available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* not given. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$2,250 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Patsy Campbell or Bill Powell, Phillips Business College, 3825 Mt. Vernon Ave., Alexandria, VA 22305. (703) 549-9131.

236 ROCKLAND COMMUNITY COLLEGE

Specialization: Word processing.

Dates: Sept. to May.

Instruction: *Location* Suffern, New York; on campus. *Methods* lectures, discussion groups, computer-assisted instruction. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring services and ESL program.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level. TOEFL: 550.

Cost: \$8,810 inclusive.

Housing: With families.

Application: *Deadline* not given. *Fee* none.

Contact: Celia Greenberg, Center for International Students, Rockland Community College, 145 College Rd., Room 5211, Suffern, NY 10901. (914) 356-4650, ext. 530.

237 SOUTH CENTRAL COMMUNITY COLLEGE

Specialization: Word processing. Includes typing, transcription, and English grammar.

Dates: Sept. to May.

Instruction: *Location* New Haven, Connecticut. *Methods* lectures, discussion groups, "hands-on" training, computer-assisted instruction. *By* not given.

Highlights: New Program. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 15 participants. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 425.

Cost: \$1,604 for tuition, accident insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$10; not refundable.

Contact: Joseph G. Magyar, South Central Community College, 60 Sargent Dr., New Haven, CT 06511. (203) 789-7043.

238 STEVENS HENAGER COLLEGE

Specialization: Word processing.

Dates: Six months; classes begin Sept., Jan., March, and July.

Instruction: *Location* Provo, Utah; on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 4% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$1,980 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; not refundable.

Contact: John L. Montrose, Stevens Henager College, 250 West Center, Provo, UT 84601. (801) 375-5455.

239 STRAYER COLLEGE

Specialization: Programs available in word processing and secretarial skills.

Dates: Nine and 12 months: classes begin Sept., Jan., April, and June.

Instruction: *Location* Washington, D.C. or Arlington, Virginia: on campus. *Methods:* lectures, discussion groups, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 400.

Cost: \$4,800 for nine months, \$6,400 for 12 months for tuition.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: Sally Long, Strayer College, 1100 Vermont Ave., NW, Washington, DC 20005. (202) 861-5238.

240 UNITED COLLEGE OF BUSINESS**WORD PROCESSING**

Specialization: Includes typing, business communications, and office procedures.

Dates: Nine months: classes begin eight times per year.

Instruction: *Location* Santa Monica, or Hollywood, California: on campus. *Methods:* lectures, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, study skills workshop, and ESL program. 20 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$4,025 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$100; not refundable.

Contact: Stanley Pakula, United College of Business, 1233 Santa Monica Mall, Santa Monica, CA 90401. (213) 395-3231 or John Funk, United College of Business, 6690 Sunset Blvd., Hollywood, CA 90028. (213) 461-8565.

EDUCATION

241 CALIFORNIA STATE UNIVERSITY

Specialization: Physical education.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location:* Fullerton, California: on campus. *Methods:* lectures, discussion groups. *By:* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* some undergraduate work. *Professional:* not given. *Language:* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline:* not given. *Fee:* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 92634. (714) 773-2611.

242 THE COMMITTEE ON DIAGNOSTIC READING TESTS

Specialization: Psychology of reading and instructional examples. Programs are tailored to meet participant's needs.

Dates: Length and dates arranged through mutual agreement.

Instruction: *Location:* Mountain Home, North Carolina: at professional work site. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By:* committee members.

Highlights: Sponsor has offered this short-term program since 1950's; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Maximum 13 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* none. *Professional:* none. *Language:* English proficiency on beginning level is preferred. Students may bring interpreters.

Cost: Varies, usually no charge.

Housing: Sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* none.

Contact: Dr. Frances Triggs, Chairman, Committee on Diagnostic Reading Tests, Inc., Mountain Home, NC 28758. (704) 693-5223.

243 ECONOMICS INSTITUTE

Specialization: Individualized, specialized programs available in Administration, Economics, Statistics, and Teaching Methods.

Dates: Jan. 9, March 19, or June 4 to Aug. 14, and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 13.

Instruction: Location: Boulder, Colorado; at institute. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By:* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate supported by official course transcript. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is available. 100 total enrollment in short-term programs; 100% foreign enrollment in 1985. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: bachelor's degree. Professional: 5 to 10 years' experience preferred. Language: English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: none. Fee: \$50; refundable.

Contact: Economics Institute, 1030 13th Street, Boulder, CO 80302. (303) 492-8419.

244 GUILFORD COLLEGE

Specialization: Programs available in education and foreign languages.

Dates: Aug. to July.

Instruction: Location: Greensboro, North Carolina; on campus. *Methods:* lectures, discussion groups. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1985; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: Academic: bachelor's degree. Professional: none. Language: English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline: open. Fee: \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 West Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

245 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Creative arts in learning from a cross-cultural perspective.

Dates: Aug. to May. (Summer institute also available.)

Instruction: Location: Cambridge, Massachusetts; on campus. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By:* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available for orientation and counseling. International Club on campus. 100 participants; 35-50% foreign enrollment in 1985; 100% foreign enrollment for summer institute. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic bachelor's degree. Professional background in arts and human service experience. Language TOEFL: 550.

Cost: About \$17,000 inclusive.

Housing: In dormitories.

Application: Deadline open; application period begins in Jan. Fee \$35; not refundable.

Contact: Joanna Fabris, Program Coordinator, Arts Institute, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 480.

246 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Individually designed independent study degree programs available. Requires a residence of undetermined length.

Dates: To be arranged through mutual agreement.

Instruction: Location Cambridge, Massachusetts. Methods lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. By university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Certificate upon completion of 36 credits and final project. Practical training is an optional program component. Issues I-20AB. A foreign student counselor/advisor is available. 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic bachelor's degree. Professional none. Language English proficiency is required. TOEFL.

Cost: \$6,200 for tuition.

Housing: Not provided.

Application: Deadline open. Fee \$35; not refundable.

Contact: Margot Chamberlain, Program Counselor, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 426.

247 LOZANOV LEARNING INSTITUTE

ACCELERATED LEARNING PROGRAMS

Specialization: Lozanov Method of accelerated learning is applied to courses in creativity, acting, theatrical arts, teacher training, medical student education, sales training, and foreign languages.

Dates: One year: classes begin monthly.

Instruction: Location various locations in Maryland, Florida, Missouri, New York, California, Texas. Methods lectures, discussion groups, individualized instruction, "hands-on" training, language labs. Program available in 20 languages other than English. By institute faculty.

Highlights: Sponsor has offered short-term programs since 1976; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is available for access to special study materials. 90% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional not given. Language English proficiency is not required. School test.

Cost: \$585-\$885 for tuition, books. **Scholarship:** Partial.

Housing: In dormitories, hotels.

Application: Deadline open. Fee \$50; refundable. Scholarship application deadline open.

Contact: Lozanov Learning Institute, 1515 Apple Ave., Silver Spring, MD 20910. (202) 882-4000.

248 MIDDLE GEORGIA COLLEGE**TEACHER AIDE PROGRAM**

Specialization: Corrective reading procedures, use of teaching media, and paraprofessional practicum. Individualized program.

Dates: One year: classes begin Sept., Jan., March, and June.

Instruction: *Location* Cochran, Georgia: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, computer-assisted instruction, labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1982; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Student organizations and International Relations Club available on campus. 100 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,571 for tuition, meals, housing. **Scholarship:** Full, partial.

Housing: In dormitories.

Application: *Deadline* 20 days prior. *Fee* \$5; not refundable. *Scholarship application deadline* 60 days prior.

Contact: Dr. James L. Keenen, Director of Admissions and Registrar, Middle Georgia College, Cochran, GA 31014. (912) 934-6221.

249 MONTGOMERY COLLEGE**COMMUNICATION FOR
INTERNATIONAL STUDENTS**

Specialization: Prepares students for college-level work by stressing communication and study skills, visual literacy, and special keyboard typing skills.

Dates: Nine months: classes begin Aug. and Jan.

Instruction: *Location* Takoma Park, Maryland: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, language labs, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring. 16% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$1,336 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* July 1 and Nov. 11. *Fee* none.

Contact: Admissions Office, Montgomery College, Takoma Park, MD 20912. (301) 587-4090.

250 OHIO STATE UNIVERSITY

Specialization: Special programs designed to meet individual needs within the field of vocational education. Topics include institutional building, instructor or administrator training, leadership development, curriculum development, and evaluation.

Dates: Length and dates arranged through mutual agreement.

Instruction: *Location* Columbus, Ohio: on campus; at professional work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Practical training is an optional program component; participants are not paid. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

98 EDUCATION 251-253

Eligibility: *Academic* associate's degree. *Professional* experience preferred. *Language* English proficiency on intermediate level is required. TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: Varies.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior to preferred starting date. *Fee* none.

Contact: Coordinator, International In-Residents Program, National Center for Research in Vocational Education, Ohio State University, 1960 Kenny Rd., Columbus, OH 43210. (614) 486-3655. Cable: CTVOCEDOSU Columbus, OH. Telex: 8104821894.

251 OHIO STATE UNIVERSITY

Specialization: Sport and recreation management. Open to group participation only.

Dates: Length and dates arranged through mutual agreement.

Instruction: *Location* Columbus, Ohio: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* university faculty, practitioners.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. A foreign student counselor/adviser is available. 15 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 400.

Cost: \$7,500 for tuition, books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: C.L. Mand, School of Health, Physical Education, Recreation, Ohio State University, Columbus, OH 43210. (614) 422-7976.

252 SOUTH CENTRAL COMMUNITY COLLEGE

Specialization: Teacher's aide in working with children.

Dates: Nine months: classes begin Sept. and Jan.

Instruction: *Location* New Haven, Connecticut: on campus; at professional work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* designed for those already employed; no experience required. *Language* English proficiency on intermediate level is required. TOEFL: 425.

Cost: \$1,604 for tuition, accident insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$10; not refundable.

Contact: Joseph F. Magyar, South Central Community College, 60 Sargent Dr., New Haven, CT 06511. (203) 789-7043.

253 UNIVERSITY OF ROCHESTER

Specialization: Master's degree programs available in administration, counseling, curriculum, psychological development, adult learning, and health professions education.

Dates: Sept. to Aug.

Instruction: *Location* Rochester, New York: on campus. *Methods* lectures, discussion groups, individualized instruction, independent study/research. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1954; program will be offered in 1985. Master's degree upon successful completion. Practical training is a negotiable

program component. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for English language, tutorial, and study services. 10% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* experienced educators preferred. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: About \$8,300 for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* May 1. *Fee* \$30; not refundable. *Scholarship application deadline* Feb. 1.

Contact: Office of Graduate Studies, University of Rochester, 304 Lattimore Hall, GSEHD, Rochester, NY 14627. (716) 275-3950.

Early Childhood Development

254 EL PASO COMMUNITY COLLEGE CHILD DEVELOPMENT ASSOCIATE

Specialization: Entry level skills for child care centers.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon completing 24 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* must be 18 years old. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$960 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

255 INDIANA VOCATIONAL TECHNICAL COLLEGE CHILD CARE TECHNOLOGY

Specialization: Child growth and development, first aid, nutrition, recreation, creative activities, accounting, and audio-visual materials.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Practical training is a program component. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* none. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

256 NORTHEASTERN JUNIOR COLLEGE

Specialization: Child care assisting.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum grade C average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, and student activity fee. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Mr. Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

257 PALOMAR COLLEGE

ACCELERATED PROGRAM

Specialization: Child development.

Dates: Sept. to June. Program is not offered regularly; contact college.

Instruction: *Location* San Marcos, California: on campus; at work site. *Methods* lectures, discussions groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1981. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and ESL program. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency required. School test.

Cost: \$73 per unit for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Nov. and Feb. *Fee* none.

Contact: Noelia Vela or Karen Johnson, Palomar College, 1140 E. Mission Rd., San Marcos, CA 92069. (619) 744-1150.

258 SHELBY STATE COMMUNITY COLLEGE

FAMILY SERVICES

Specialization: Provides the necessary skills to become paraprofessionals in special education or development centers.

Dates: Aug. to June.

Instruction: *Location* Memphis, Tennessee: on campus; at work site. *Methods* lectures, case studies, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 1 and Oct. 1. *Fee* \$5; not refundable.

Contact: John Terry, International Student Advisor, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

259 UNIVERSITY OF PITTSBURGH

DEVELOPING CHILD
CARE PROFESSIONALS

Specialization: Day care concepts and approaches; how to implement day care programs in terms of financing, budgeting, and public policy; and how to introduce and expand preschool day care systems in developing countries.

Dates: April 30 to June 22.

Instruction: *Location* Pittsburgh, Pennsylvania: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Social activities available. 15 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* middle management. *Language* English proficiency on intermediate level is required.

Cost: \$3,700 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Feb. 28. *Fee* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 3J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

260 UNIVERSITY OF PITTSBURGH

PRESCHOOL DAY CARE

Specialization: Foundations for learning and socialization of preschool children, development of program curriculum, and administration and management of preschool day care centers.

Dates: March 5 to April 27.

Instruction: *Location* Pittsburgh, Pennsylvania: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Social activities available. 20 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* middle management. *Language* English proficiency on intermediate level is required.

Cost: \$3,700 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Jan. 5. *Fee* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 3J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

261 WHEELOCK COLLEGE

MASTER OF SCIENCE

Specialization: Programs available in Advanced Study in Early Childhood Education (32 credits); Early Intervention: Infants and Toddlers with Special Needs (40 credits); Symbolization: Reading Consultation and Teaching (36 credits); Administration: Educational and Human Service Settings (40 credits); Infant and Toddler Behavior and Development (32 credits); Child Life: Hospital and Health Care Settings (36 credits); and Family Studies (36 credits).

Dates: Sept. to June.

Instruction: *Location* Boston, Massachusetts: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1954; program will be offered in 1985. Master's degree. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* related experience preferred. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$175 per credit for tuition.

Housing: In dormitories.

Application: *Deadline* March 1. *Fee* \$25; not refundable.

Contact: Joan Wexler, Dean of Admissions, Wheelock College, 200 The Riverway, Boston, MA 02215. (617) 734-5200.

Special Education

262 COLLEGE OF ALAMEDA

Specialization: Special education assistant training with emphasis on work experience with the handicapped.

Dates: Nine months: classes begin Sept., Jan., and April.

Instruction: *Location* Alameda, California: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon completion of field work. Practical training is a program component. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for learning and skills assessment. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none required; experience with handicapped viewed as interest indicator. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$7,114 inclusive.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* May 2; Nov. 3; Feb. 27. *Fee* not given.

Contact: Frank Poulos or Dr. Edna Froehlich, Div. of Social and Behavioral Science, College of Alameda, 555 Atlantic Ave., Alameda, CA 94501. (415) 522-7221.

263 EL PASO COMMUNITY COLLEGE

Specialization: Interpreting for the hearing impaired.

Dates: Sept. to May.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$720 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

264 EL PASO COMMUNITY COLLEGE

Specialization: Sign language for communicating with the hearing impaired.

Dates: Sept. to May.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available for career development, personal and academic counseling. 24 participants. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$600 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

Teaching English as a Foreign Language

265 ENGLISH LANGUAGE AND MULTICULTURAL INSTITUTE

Specialization: TEFL methods and practicum. Addresses topics relevant to native country.

Dates: Aug. 9 to Oct. 12, Oct. 18 to Dec. 21, Jan. 3 to March 8, March 14 to May 17, and May 30 to Aug. 2. Other dates may be arranged.

Instruction: *Location* Dayton, Ohio: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/advisor is available for personal and academic advising. Activity program available. 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* TEFL experience preferred. *Language* English proficiency on intermediate level is preferred. School test.

Cost: About \$2,500 inclusive.

Housing: In dormitories, apartments, with families.

Application: *Deadline* six weeks prior. *Fee* \$110; not refundable.

Contact: Anne Merkel, Director, English Language and Multicultural Institute, 137 N. Main St., Dayton, OH 45402. (513) 461-4970.

266 HOLY NAMES COLLEGE

Specialization: Teaching English as a foreign language. Designed for international students.

Dates: Sept. 4 to May 25.

Instruction: *Location* Oakland, California; on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, language labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1970's; program will be offered in 1985. Certificate upon minimum 2.64 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration, referrals, and personal counseling. 20 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* French baccalaureate, British sixth form, Latin American preparatorio, or equivalent. *Professional* none. *Language* English proficiency on advanced level is preferred. TOEFL: 500.

Cost: \$7,820 for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline* Aug. 27. *Fer* \$25; not refundable.

Contact: Director of Admissions, Holy Names College, 3500 Mountain Blvd., Oakland, CA 94619. (415) 436-0111.

ENERGY

267 COLORADO MOUNTAIN COLLEGE

Specialization: Solar technology applications for building trades industry.

Dates: Aug. to July.

Instruction: *Location* Glenwood Springs, Colorado: on campus; at professional work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. A foreign student counselor/adviser is not available. Counseling and tutoring are available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: Not given.

Housing: In dormitories, apartments, furnished rooms.

Application: *Deadline* July. *Fee* not given.

Contact: Robert Gillespie, Colorado Mountain College, 3000 County Road 114, Glenwood Springs, CO 81601. (303) 945-7481.

268 ARTHUR D. LITTLE MANAGEMENT EDUCATION INSTITUTE

Specialization: Energy management.

Dates: March 21 to April 20.

Instruction: *Location* Cambridge, Massachusetts: at institute. *Methods* lectures, discussion groups, case studies. *By* consultants and executives of Arthur D. Little who are actively engaged in the energy field.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for all forms of counseling. Host family and special social activities are available. 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants under special circumstances.

Eligibility: *Academic* bachelor's degree (may be waived). *Professional* two to five years' experience in energy field preferred. *Language* English proficiency on intermediate level is required. TOEFL: 500. (Testing usually not required).

Cost: \$3,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Judith H. Francis, Admissions Coordinator and Registrar, Arthur D. Little Management Education Institute, 35 Acorn Park, Cambridge, MA 02140. (617) 864-5657. Telex: 921436.

269 ARTHUR D. LITTLE MANAGEMENT EDUCATION INSTITUTE

Specialization: Petroleum management.

Dates: Aug. 23 to Nov. 30.

Instruction: *Location* Cambridge, Massachusetts: at institute, professional work site. *Methods* lectures, discussion groups, case studies, field trips. *By* consultants and executives of Arthur D. Little who are actively engaged in the petroleum industry.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for all forms of counseling. Host family and special social activities are available. 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants under special circumstances.

Eligibility: *Academic* bachelor's degree (may be waived). *Professional* two to five years' experience in petroleum field preferred. *Language* English proficiency on intermediate level is required. TOEFL: 500. (Testing usually not required).

Cost: \$9,500 for tuition, books, field trip transportation.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Judith H. Francis, Admissions Coordinator and Registrar, Arthur D. Little Management Education Institute, 35 Acorn Park, Cambridge, MA 02140. (617) 864-5657. Telex: 921436.

270 MEMPHIS STATE UNIVERSITY CENTER FOR NUCLEAR STUDIES

ADVANCED TECHNICAL TRAINING

Specialization: Increases students' technical proficiency within the nuclear power industry. May be combined with an Intensive English for Internationals program.

Dates: One year.

Instruction: *Location* Memphis, Tennessee: on campus. *Methods* lectures, "hands-on" training, science labs, language labs. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1978; program will be offered in 1985. Certificate upon minimum 70% grade average. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for personal and academic counseling. 20 participants; 2.5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* nuclear power plant operator. *Language:* TOEFL: 500.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* none.

Contact: Dr. D.W. Jones, Center for Nuclear Studies, Memphis State University, Memphis, TN 38152. (901) 454-2687.

**271 MEMPHIS STATE UNIVERSITY
CENTER FOR NUCLEAR STUDIES**

**NUCLEAR SKILLS
TRAINING PROGRAM**

Specialization: Nuclear power reactor operations. Two programs available: a short program covering fundamentals and a one-year program which leads to NST certification with the option of including an Intensive English for Internationals program.

Dates: 24 weeks and one year; classes begin Jan., April, July, and Oct.

Instruction: Location Memphis, Tennessee; on campus. *Methods:* lectures, "hands-on" training, science labs, language labs. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1978; program will be offered in 1985. Certificate upon minimum 70% grade average. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for personal and academic counseling. 20 participants; 2.5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. *Professional none.* Language TOEFL: 500.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 90 days prior. *Fee* none.

Contact: Dr. D.W. Jones, Center for Nuclear Studies, Memphis State University, Memphis, TN 38152. (901) 454-2687.

**272 MEMPHIS STATE UNIVERSITY
CENTER FOR NUCLEAR STUDIES**

**RADIATION TECHNICIAN
TRAINING**

Specialization: Radiation detection and measurement, biological effects, and radiation management.

Dates: Six weeks.

Instruction: Location Memphis, Tennessee; on campus. *Methods:* lectures, "hands-on" training, science labs, language labs. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1978; program will be offered in 1985. Certificate upon minimum 70% grade average. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for personal and academic counseling. 20 participants; 2.5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. *Professional contact university.* Language TOEFL: 500.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* none.

Contact: Dr. D.W. Jones, Center for Nuclear Studies, Memphis State University, Memphis, TN 38152. (901) 454-2687.

273 UNIVERSITY OF PENNSYLVANIA

Specialization: Certificate programs available in Appropriate Technology and Energy Management for Development. Focus on rural and urban areas in developing countries.

Dates: Sept. to May.

Instruction: Location Philadelphia, Pennsylvania; on campus. *Methods:* lectures, discussion groups. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four required courses and two elective courses chosen in consultation with adviser. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for immigration, referrals, and orientation programs.

Eligibility: Academic bachelor's degree. Professional 3 years' field experience in developing country. Language English proficiency on advanced level is required.

Cost: About \$16,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline Feb. 1. Fee \$30; not refundable.

Contact: Dr. Stephen Feldman or Dr. Lucy Creevey, Program in Appropriate Technology and Energy Management for Development, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-7185 or (215) 898-6554. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

274 UNIVERSITY OF PENNSYLVANIA

ENERGY MANAGEMENT FOR DEVELOPMENT

Specialization: Emphasizes the engineering and social considerations of energy utilization.

Dates: Sept. to Aug.

Instruction: Location Philadelphia, Pennsylvania: on campus. Methods lectures, discussion groups, independent study/research. By faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Master's degree upon completing thesis and summer field course conducted in developing country in Western hemisphere. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration, referrals, and orientation programs.

Eligibility: Academic bachelor's degree; knowledge of engineering, economics, and statistics recommended. Professional none. Language English proficiency on advanced level is required.

Cost: About \$ 19,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline Feb. 1. Fee \$30; not refundable.

Contact: Dr. Stephen Feldman or Dr. Lucy Creevey, Program in Appropriate Technology & Energy Management for Development, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-7185 or (215) 898-6554. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

ENGINEERING

275 BURLINGTON COUNTY COLLEGE

CIVIL AND CONSTRUCTION TECHNOLOGY

Specialization: Engineering graphics, technical information, and related subjects.

Dates: Aug. to June.

Instruction: Location: Pemberton, New Jersey; on campus. *Methods:* lectures, discussion groups, field trips, "hands-on" training. *By:* college faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and ESL instruction. 36 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$4,000 for tuition, fees.

Housing: Not provided.

Application: Deadline: June. Fee: \$15; not refundable.

Contact: Katherine Raymond, Registrar, Burlington County College, Pemberton-Browns Mills Rd., Pemberton, NJ 08068. (609) 894-9311, ext. 276.

276 EDISON COMMUNITY COLLEGE

ELECTRONICS ENGINEERING TECHNOLOGY

Specialization: Circuit analysis, electronic circuits, electronic devices and integrated circuits, industrial-electronic systems, communications systems, digital systems and micro-processors, and opto-electronics systems.

Dates: Aug. 22 to June 30.

Instruction: Location: Fort Myers, Florida; on campus. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. Proficient in basic mathematics. *Professional:* none. *Language:* English proficiency is required. TOEFL.

Cost: \$42 per credit for tuition. **Scholarship:** On competitive basis with all students.

Housing: Not provided.

Application: *Deadline:* July 15. *Fee:* none. *Scholarship application deadline:* July 1.

Contact: Joe Roof, Director of Admissions and Records, Edison Community College, Fort Myers, FL 33907. (813) 489-9360.

277 EDISON COMMUNITY COLLEGE

SURVEYING

Specialization: Emphasizes technical knowledge and skills development using a variety of instruments and incorporating field work.

Dates: Aug. 22 to June 30.

Instruction: *Location:* Fort Myers, Florida; on campus. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction is available. No foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. Proficiency in basic mathematics. *Professional:* none. *Language:* English proficiency is required. TOEFL.

Cost: \$42 per credit for tuition. **Scholarship:** On competitive basis with all students.

Housing: Not provided.

Application: *Deadline:* July 15. *Fee:* none. *Scholarship application deadline:* July 1.

Contact: Joe Roof, Director of Admissions and Records, Edison Community College, Fort Myers, FL 33907. (813) 489-9360.

278 PENNSYLVANIA STATE UNIVERSITY

ENGINEER/SCIENTIST AS MANAGER

Specialization: Leadership, responsibilities, decision making, conflict, strategic and financial planning, control, and organizational structure for the engineer or scientist in a management position.

Dates: Sept. 23 to Oct. 5.

Instruction: *Location:* University Park, Pennsylvania; on campus. *Methods:* lectures, discussion groups, case studies, independent study/research. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* scientists and engineers who have recently moved into management. *Language:* English proficiency is required.

Cost: \$2,700 inclusive.

Housing: In hotels.

Application: *Deadline:* none. *Fee:* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Building, University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

279 POINT PARK COLLEGE

Specialization: English for engineering. Individualized progress program.

Dates: Sept. 6 to Dec. 22, Jan. 9 to April 26, and May 9 to Aug. 7.

Instruction: *Location* Pittsburgh, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, language labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, immigration, and orientation programs. 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* not given. *Professional* none. *Language* English proficiency on intermediate level is preferred. TOEFL: 350.

Cost: \$1,200 for tuition, books.

Housing: In dormitories.

Application: *Deadline* six weeks prior. *Fee* \$30; not refundable.

Contact: Director, International Student Affairs Center, Point Park College, 201 Wood St., 110 Academic Hall, Pittsburgh, PA 15222. (412) 391-4100.

280 OREGON POLYTECHNIC INSTITUTE

Specialization: Programs available in architectural, civil, electronic, and mechanical engineering technology.

Dates: One year: classes begin Sept., Jan., March, and June.

Instruction: *Location* Portland, Oregon: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; programs will be offered in 1985. Certificate upon completion of 64 hours of course work. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$4,085 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$25; not refundable.

Contact: Director of Admissions, Oregon Polytechnic Institute, 812 S.W. 10 Ave., Portland, OR 97212. (503) 227-5449.

HEALTH AND ALLIED FIELDS

281 ACADEMY OF AMBULATORY FOOT SURGERY

Specialization: In-service training in ambulatory foot surgery. Optional seminars available.

Dates: Two weeks to one month. To be arranged through mutual agreement.

Instruction: *Location* varies. *Methods* lectures, individualized instruction, "hands-on" training. *By* practicing surgeons.

Highlights: New Program. Program will be offered in 1985. Instructor certification. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program will be evaluated; evaluations will be available to prospective participants.

Eligibility: *Academic* medical or podiatric medical degree. *Professional* must be licensed to practice; prefer prior experience in orthopedic surgery relating to the foot. *Language* English proficiency on advanced level is preferred.

Cost: None for in-service training.

Housing: In hotels, with families.

Application: *Deadline* three months prior. *Fee* none.

Contact: Dr. Gare LeCompte, Executive Director, Academy of Ambulatory Foot Surgery, P.O. Box 1976, Lynnwood, Washington 98046. (206) 771-3806.

282 AMERICAN ACADEMY OF ORTHODONTICS FOR THE GENERAL PRACTITIONER

TWIN WIRE COMBINATION

Specialization: Original basic appliances and auxiliaries which are used in the Twin Arch orthodontic technique.

Dates: March 14 to March 23.

Instruction: *Location* Milwaukee, Wisconsin: at academy. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* clinicians.

Highlights: Sponsor has offered this short-term program since 1959; program will be offered in 1985. Certificate if requested. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 12 participants; 1% foreign enrollment in 1983.

Eligibility: *Academic* doctorate in dentistry. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$700 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$350; partially refundable.

Contact: American Academy of Orthodontics for the General Practitioner, 3953 N. 76, Milwaukee, WI 53209. (414) 464-7870.

**283 AMERICAN COLLEGE
OF HYPNOTHERAPY****HYPNOTIST/HYPNOTHERAPIST**

Specialization: Introduction to hypnosis, conscious and unconscious, conditioned response, and self-hypnosis.

Dates: Three months: classes begin Jan., April, July, and Oct.

Instruction: *Location* Omaha, Nebraska: at college. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Diploma upon minimum 75% grade average on written, oral, and practical examinations. 1-20 authorization pending. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Counselors who speak foreign languages can be assigned to foreign nationals. 25 participants.

Eligibility: *Academic* some undergraduate work. *Professional* experience in social work or counseling preferred. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$1,350 for tuition.

Housing: Not provided.

Application: *Deadline* two months prior. *Fee* \$35; not refundable.

Contact: Reg Sheldrick, American College of Hypnotherapy, 7117 Farnam St., Omaha, NE 68132. (402) 397-1783.

284 EAST CAROLINA UNIVERSITY**ENVIRONMENTAL HEALTH**

Specialization: Training as specialists in control of the environment for better health.

Dates: Aug. to May.

Instruction: *Location* Greenville, North Carolina: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, science labs. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 5 participants; 8% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work in science and mathematics. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$3,100 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June. *Fee* \$15; not refundable.

Contact: Dr. Trenton Davis, Dept. of Environmental Health, East Carolina University, Greenville, NC 27834. (919) 757-6961.

285 EL PASO COMMUNITY COLLEGE**DIETETIC TECHNOLOGY**

Specialization: Nutrition care.

Dates: Aug. to Aug.

Instruction: *Location* El Paso, Texas: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completion of 39 hours of instruction. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

114 HEALTH AND ALLIED FIELDS 286-288

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$1,570 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

286 FORT STEILACOOM COMMUNITY COLLEGE

Specialization: Programs available in alcoholism and drug abuse counseling, food service management, and therapeutic recreation.

Dates: One year: classes begin Sept., Jan., April, and June.

Instruction: *Location* Tacoma, Washington: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for academic counseling and ESL programs. 150 participants; 1.3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 450 or Univ. of Michigan Test: 72.

Cost: About \$9,360 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Office of International Education, Fort Steilacoom Community College, 9401 Farwest Dr. SW, Tacoma, WA 98498. (206) 964-6686.

287 GUILFORD COLLEGE

Specialization: Sports medicine.

Dates: Aug. to July.

Instruction: *Location* Greensboro, North Carolina: on campus. *Methods* lectures, discussion groups, science labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 W. Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

288 HARVARD UNIVERSITY SCHOOL OF PUBLIC HEALTH

MASTER OF OCCUPATIONAL HEALTH

Specialization: General training in public health and/or specific training in individual public health disciplines.

Dates: Sept. to June.

Instruction: *Location* Boston, Massachusetts: on campus. *Methods* lectures, discussion groups, case studies, field trips, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1920's; program will be offered in 1985. Master's degree upon completion of 40 credit units. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 250-300 participants; 21% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* one year in public health profession. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: \$18,915 inclusive.

Housing: In apartments.

Application: *Deadline* Feb. 1. *Fee* \$30; not refundable.

Contact: Dr. Richard R. Monson, Director of Admissions, Harvard University School of Public Health, 677 Huntington Ave., Boston, MA 02115. (617) 732-1030.

289 HARVARD UNIVERSITY SCHOOL OF PUBLIC HEALTH

MASTER OF PUBLIC HEALTH

Specialization: General training in public health and/or specific training in individual public health disciplines.

Dates: Sept. to June.

Instruction: *Location* Boston, Massachusetts; on campus. *Methods* lectures, discussion groups, case studies, field trips, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1920's; program will be offered in 1985. Master's degree upon completion of 40 credit units. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 250-300 participants; 21% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* one year in public health profession. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: \$18,915 inclusive.

Housing: In apartments.

Application: *Deadline* Feb. 1. *Fee* \$30; not refundable.

Contact: Dr. Richard R. Monson, Director of Admissions, Harvard University School of Public Health, 677 Huntington Ave., Boston, MA 02115. (617) 732-1030.

290 HARVARD UNIVERSITY SCHOOL OF PUBLIC HEALTH

MASTER OF SCIENCE

Specialization: General training in public health and/or specific training in individual public health disciplines.

Dates: Sept. to June.

Instruction: *Location* Boston, Massachusetts; on campus. *Methods* lectures, discussion groups, case studies, field trips, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1920's; program will be offered in 1985. Master's degree upon completion of 40 credit units. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 250-300 participants; 21% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* one year in public health profession. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: \$18,915 inclusive.

Housing: In apartments.

Application: *Deadline* Feb. 1. *Fee* \$30; not refundable.

Contact: Dr. Richard R. Monson, Director of Admissions, Harvard University School of Public Health, 677 Huntington Ave., Boston, MA 02115. (617) 732-1030.

**291 HARVARD UNIVERSITY
SCHOOL OF PUBLIC HEALTH**

**PROGRAM FOR CHIEFS
OF CLINICAL SERVICES**

Specialization: Provides teaching hospital personnel with detailed guidance on the managerial skills needed for allocating resources and developing policies on programs and manpower.

Dates: Jan. 13 to Jan. 25.

Instruction: *Location* Boston, Massachusetts: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 50 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* doctorate. *Professional* must be chief of clinical services at a teaching hospital. *Language* English proficiency on advanced level is required.

Cost: \$2,000 for tuition, books, noon lunches.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Nov. 13. *Fee* \$1,000; refundable.

Contact: Dr. Eoin Trevelyan, Harvard University School of Public Health, 677 Huntington Ave., Boston, MA 02115. (617) 732-1171. Cable: Harvard School of Public Health, Boston.

**292 HARVARD UNIVERSITY
SCHOOL OF PUBLIC HEALTH**

**PROGRAM FOR HEALTH
SYSTEMS MANAGEMENT**

Specialization: Provides health systems managers with the skills to operate in the medical environment through formal training and experience sharing.

Dates: Oct. 21 to Nov. 2.

Instruction: *Location* Boston, Massachusetts: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 50 participants; 15% previous foreign enrollment. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some graduate work. *Professional* none required; experience would be helpful. *Language* English proficiency on advanced level is preferred.

Cost: \$1,850 for tuition, books, noon lunches.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 21. *Fee* \$925; refundable.

Contact: Katherine Foley, Asst. to the Director, School of Continuing Education, Harvard University School of Public Health, 677 Huntington Ave., Boston, MA 02115. (617) 732-1171. Cable: Harvard School of Public Health, Boston.

293 NATIONAL SCHOOL OF HEALTH TECHNOLOGY

Specialization: Dietetics and food service supervision.

Dates: July to April.

Instruction: *Location* Philadelphia, Pennsylvania. *Methods* lectures, field trips, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll.

A foreign student counselor/adviser is available. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$3,447 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* none.

Contact: James R. Lupfer, Dean of Admissions, National School of Health Technology, Inc., 1819 John F. Kennedy Blvd., Philadelphia, PA 19103. (215) 561-5020.

294 PACE UNIVERSITY

Specialization: Food science. Possibility of cooperative education/work study.

Dates: Sept. to June.

Instruction: *Location* Pleasantville, New York: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL programs and International Student Club available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* background in organic chemistry and microbiology. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Admissions Office, Pace University, 78 N. Broadway, White Plains, NY 10603. (914) 681-4074.

295 SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

CLINICAL AND PUBLIC HEALTH MICROBIOLOGY TRAINEESHIP

Specialization: Training may be taken in a combination of virology, bacteriology, mycology, parasitology, and/or mycobacteriology.

Dates: Two weeks to one year: to be arranged through mutual agreement.

Instruction: *Location* Columbia, South Carolina: at work site. *Methods* individualized instruction, "hands-on" training, independent study/research. *By* university faculty, public health lab staff.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon one year's study; less than one year, letter is given documenting study. Practical training is a program component; participants are not paid. A foreign student counselor/adviser is not available. 3 participants; no foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* three years' experience in clinical microbiology. *Language* English proficiency on advanced level is required. TOEFL: 500 (students whose native language is German, Italian, French, Chinese, Japanese); 600 (all others).

Cost: \$100-\$200 for books and materials.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Feb. 1. *Fee* none.

Contact: Harold Dowda, Jr., Ph.D., South Carolina Dept. of Health and Environmental Control, Bureau of Laboratories, P.O. Box 2202, Columbia, SC 29202. (803) 758-4508.

**296 UNIVERSITY OF CONNECTICUT
HEALTH CENTER****MASTER TRAINER PROGRAM**

Specialization: Strategies for designing, implementing, monitoring, and evaluating community organization and/or national training programs. Designed for directors, administrators, and managers of the training function within private organizations and ministries of health, population, social service, agriculture extension, education, and public works systems.

Dates: April 26 to June 14. Dates change annually.

Instruction: Location Farmington, Connecticut: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. Course has been offered in French and Spanish. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate upon completing required sessions and framework of home-country projects. Special seminars may be provided according to the participants' needs and interests. Includes five weeks' core workshop, one-week field experience, one-week special interest seminar, and home-country project development. Follow-up by staff with participants six months to one year after course conclusion. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for assistance in program logistics and social/cultural needs. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic not given. Professional experience required. Language English proficiency on advanced level is required. TOEFL: 500 or ALIGU: 80.

Cost: \$4,210 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline three weeks prior. *Fee* none.

Contact: Theresa De Rosa, Director, International Health, Population, and Social Services Program, Room AG 069, University of Connecticut Health Center, Farmington, CT 06032. Telex: 710-423-5521 U Conn HC Lib.

**297 UNIVERSITY OF CONNECTICUT
HEALTH CENTER****PROJECT MANAGEMENT PROGRAM**

Specialization: Emphasis on logistics; budgeting; management information systems; and the recruitment, training, and development of intra- and inter-organization project staff. Designed for planners, managers, and administrators responsible for organization, community, and/or national project/program identification, planning, design, development, implementation, monitoring, evaluation, and analysis.

Dates: Sept. 6 to Oct. 25. Dates change annually.

Instruction: Location Farmington, Connecticut: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. Course has been offered in French and Spanish. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate upon completing required sessions and framework of home-country projects. Special seminars may be provided according to the participants' needs and interests. Includes five-week core workshop, one-week field experience, one-week special interest seminar, and home-country project. Follow-up by staff with participants six months to one year after course conclusion. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for assistance in program logistics and social/cultural needs. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic not given. Professional experience required. Language English proficiency on advanced level is required. TOEFL: 500 or ALIGU: 80.

Cost: \$4,210 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* three weeks prior. *Fee* none.

Contact: Theresa De Rosa, Director, International Health, Population, and Social Services Program, Room AG 069, University of Connecticut Health Center, Farmington, CT 06032. Telex: 710-423-5521 U Conn HC Lib.

298 UNIVERSITY OF SOUTH FLORIDA

ENGLISH FOR HEALTH PROFESSIONALS/ PARAPROFESSIONALS

Specialization: Emphasis on speaking skills and vocabulary development. On-site visits to local facilities including the clinics located at University of South Florida Medical College. Open to group participation only.

Dates: Four weeks.

Instruction: *Location* Tampa, Florida: on campus. *Methods* discussion groups, field trips, language labs. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for immigration, personal counseling, and cultural adjustment. 15 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* CELT: 20.

Cost: \$350 for tuition, health fee. **Scholarship:** Possibly one scholarship per group of 15 participants.

Housing: In dormitories, hotels, with families.

Application: *Deadline* none. *Fee* \$25; not refundable. *Scholarship application deadline* depends on group.

Contact: Dr. Carol Cargill-Power, Director, International Language Center, Cooper Hall 293, University of South Florida, Tampa, FL 33620. (813) 974-3433.

299 UNIVERSITY OF SOUTHERN CALIFORNIA SCHOOL OF MEDICINE

Specialization: Fellowship programs in specialty fields of clinical study for physicians and scientists.

Dates: To be arranged. Physicians may remain in program only until they are board-eligible for certification.

Instruction: *Location* Los Angeles, California.

Highlights: Practical training is a program component. Issues IAP-66.

Eligibility: *Academic* doctorate, medical degree. *Professional* Physicians must pass FMGEMS examination. (Not required of scientists.)

Application: Letter and curriculum vitae for scientists. Physicians must also provide FMGEMS certificate.

Contact: Address correspondence to the chairman of the department of preferred specialty, School of Medicine, University of Southern California, 2025 Zonal Ave., Los Angeles, CA 90033. (213) 224-7001.

300 UNIVERSITY OF WISCONSIN

SCHOOL OF CYTOTECHNOLOGY

Specialization: Differentiation of malignant from normal cells. Assists in detecting cancer in its earliest and potentially most curable stages.

Dates: Aug. to Aug.

Instruction: *Location* Madison, Wisconsin: on campus; at work site. *Methods* lectures, discussion groups, case studies, science labs, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1957; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is

a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 12 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work: 20 credit hours biological sciences; 8 credit hours chemistry. *Professional* none. *Language* English proficiency on advanced level is preferred.

Cost: About \$7,660 inclusive.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* March 1. *Fee* none.

Contact: Dr. S.L. Inhorn, Medical Director, State Laboratory of Hygiene, University of Wisconsin, 465 Henry Mall, Madison, WI 53706. (608) 262-3911.

Medical Technology

301 ARIZONA COLLEGE OF MEDICAL AND DENTAL CAREERS

DENTAL ASSISTING

Specialization: Includes an internship in a dental office.

Dates: Seven and one-half months: classes begin weekly.

Instruction: *Location* Phoenix, Arizona: at school; work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 15 participants per class; 4% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school; school's test upon arrival. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$2,790 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$10; refundable.

Contact: Ann Alpern, Admissions Director, Arizona College of Medical and Dental Careers, 4020 N. 19 Ave., Phoenix, AZ 85015. (602) 277-1451.

302 ARIZONA COLLEGE OF MEDICAL AND DENTAL CAREERS

DENTAL LABORATORY TECHNICIAN

Specialization: Includes an internship in a dental laboratory.

Dates: Nine months: classes begin weekly.

Instruction: *Location* Phoenix, Arizona: at school; work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 15 participants per class; 4% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school; school's test upon arrival. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$4,695 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$10; refundable.

Contact: Ann Alpern, Admissions Director, Arizona College of Medical and Dental Careers, 4020 N. 19 Ave., Phoenix, AZ 85015. (602) 277-1451.

303 ARIZONA COLLEGE OF MEDICAL AND DENTAL CAREERS

MEDICAL ASSISTANT

Specialization: Includes an internship in a medical office.

Dates: Eight and one-half months; classes begin weekly.

Instruction: *Location* Phoenix, Arizona; at school; work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 15 participants per class; 4% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school; school's test upon arrival. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$2,790 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$10; refundable.

Contact: Ann Alpern, Admissions Director, Arizona College of Medical and Dental Careers, 4020 N. 19 Ave., Phoenix, AZ 85015. (602) 277-1451.

304 ARIZONA COLLEGE OF MEDICAL AND DENTAL CAREERS

RESPIRATORY THERAPY TECHNICIAN

Specialization: Includes an internship in a hospital.

Dates: Ten months; classes begin every five months.

Instruction: *Location* Phoenix, Arizona; at school; work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 15 participants per class; 4% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school; school's test upon arrival. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$3,607 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$10; refundable.

Contact: Ann Alpern, Admissions Director, Arizona College of Medical and Dental Careers, 4020 N. 19 Ave., Phoenix, AZ 85015. (602) 277-1451.

305 ASSOCIATED TECHNICAL COLLEGE

Specialization: Programs available in medical assisting, emergency medical technology, and cardiac technology.

Dates: Classes begin monthly.

Instruction: Location Los Angeles, California: at school. *Methods:* lectures, field trips, "hands-on" training, science labs, independent study/research. *By:* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1969; programs will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency on intermediate level is required. TOEFL: 450 or school test: level 6.

Cost: Not given.

Housing: In dormitories, apartments.

Application: Deadline open. Fee \$102; not refundable.

Contact: Tak Shindo, Foreign Student Admissions, Associated Technical College, 1670 Wilshire Blvd., Los Angeles, CA 90017. (213) 484-8710. Telex: 664864 MIDASWEST TRNC.

306 BIOSYSTEMS INSTITUTE

Specialization: Respiratory therapy.

Dates: Jan. to Nov., April to Feb., Aug. to June, and Nov. to Sept.

Instruction: Location Phoenix, Arizona or Denver, Colorado: at institute; work site. *Methods:* lectures, case studies, individualized instruction, "hands-on" training, science labs. *By:* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 50 participants. Program is not evaluated.

Eligibility: Academic secondary school. Professional none. Language English proficiency on advanced level is required.

Cost: \$4,200 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline six weeks prior. Fee \$100; not refundable.

Contact: Jeannine Satz, General Manager, Biosystems Inc., 1430 W. Broadway, Tempe, AZ 85282. (602) 244-9301.

307 COLLEGE OF ALAMEDA

Specialization: Dental assisting with practicum at dental clinics in Bay Area School of Dentistry.

Dates: One year; classes begin in fall.

Instruction: Location Alameda, California: at college; dental clinics. *Methods:* lectures, "hands-on" training, science labs. *By:* college faculty, clinic staff.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate upon completing 55 quarter units. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for learning and skills assessment; support services. 60 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language TOEFL: 500.

Cost: About \$7,114 inclusive.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline May 2. Fee not given.

Contact: Ken Neuberger, College of Alameda, 555 Atlantic Ave., Alameda, CA 94501. (415) 522-7221.

308 COLLEGE OF ALAMEDA

Specialization: Medical assisting including practicum at clinics at local hospitals.

Dates: Sept. to June.

Instruction: Location Alameda, California: at college; local hospitals. *Methods* lectures, discussion groups, "hands-on" training, science labs. *By* college faculty, hospital staff.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon completing 58 units. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for learning and skills assessment; support services. 45 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional experience helpful. Language English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$7,114 inclusive.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline May 2. Fee not given.

Contact: Ken Neuberger, College of Alameda, 555 Atlantic Ave., Alameda, CA 94501. (415) 522-7221.

309 CONCORDIA COLLEGE**MEDICAL ASSISTANT PROGRAM**

Specialization: Training for a variety of health-care positions including medical receptionist, medical room assistant, phlebotomist, and EKG technician.

Dates: 13 weeks: classes begin Jan., April, July, and Oct.

Instruction: Location Mequon, Wisconsin: at college. *Methods* lectures, discussion groups, case studies, "hands-on" training, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 1.67 grade point average. Issues I-20AB. A foreign student counselor/adviser is available. 30 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional not given. Language TOEFL: 500.

Cost: \$1,825 for tuition.

Housing: In dormitories.

Application: Deadline not given. Fee \$50; not refundable.

Contact: Professor Beverly Grottkau, Concordia College-Mequon, 12800 N. Lake Shore Dr., Mequon, WI 53092. (414) 243-5700.

310 DENTAL TECHNOLOGY INSTITUTE**FULL/PARTIAL DENTURES**

Specialization: The fabrication of removable dental appliances. Subjects include oral anatomy, dental materials, preliminary impressions and models, and custom impressions and trays.

Dates: Six months: classes begin weekly.

Instruction: Location Orange, California: at institute. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25% foreign enrollment in 1983.

Eligibility: Academic secondary school. Professional none. Language English proficiency on beginning level is preferred.

Cost: \$4,335 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline not given. Fee \$500; \$400 refundable.

Contact: Donna M. Kent, Dental Technology Institute, 969 N. Tustin Ave., Orange, CA 92667. (714) 997-3052.

311 ECRI

Specialization: Fellowships available in biomedical, clinical, and hospital engineering. Includes evaluation and testing of medical equipment, assessment of health technology for safety, performance, and cost effectiveness.

Dates: Two weeks to one year; to be arranged through mutual agreement.

Instruction: *Location* Plymouth Meeting, Pennsylvania; at school; work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By* medical professionals.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 4 participants; 100% foreign enrollment in 1985. Program is evaluated; list of prior participants is available.

Eligibility: *Academic* bachelor's degree. *Professional* experience preferred. *Language* English proficiency on advanced level is required.

Cost: Not given.

Housing: In apartments.

Application: *Deadline* none. *Fee* none.

Contact: Dr. G. Guy Knickerbocker, ECRI, 5200 Butler Pike, Plymouth Meeting, PA 19462. (215) 825-6000. Telex: 510-660-8023.

312 EDINBORO UNIVERSITY OF PENNSYLVANIA**DENTAL TECHNOLOGY**

Specialization: Making and repairing of dentures.

Dates: One year; classes begin Sept. and Jan.

Instruction: *Location* Edinboro, Pennsylvania; on campus; at work site. *Methods* lectures, individualized instruction, "hands-on" training, science labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. An international education adviser and coordinator are available; an intensive ESL component is available. 15-20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available on a selective basis to prospective participants.

Eligibility: *Academic* secondary school. *Professional* manual dexterity test. *Language* English proficiency on intermediate level is required. TOEFL: 450 or Univ. of Michigan Test Diagnostic only.

Cost: About \$8,000 inclusive.

Housing: In dormitories.

Application: *Deadline* Nov. and May. *Fee* \$10; not refundable.

Contact: Dr. Nazir Mughal, Coordinator of International Education, Edinboro University of Pennsylvania, Edinboro, PA 16444. (814) 732-2770.

313 EDINBORO UNIVERSITY OF PENNSYLVANIA**HOSPITAL EQUIPMENT TECHNOLOGY**

Specialization: The repair and maintenance of hospital equipment.

Dates: One year; classes begin Sept. and Jan.

Instruction: *Location* Edinboro, Pennsylvania; on campus; at work site. *Methods* lectures, individualized instruction, "hands-on" training, science labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. An international education adviser and

coordinator are available; an intensive ESL component is available. 15-20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available on a selective basis to prospective participants.

Eligibility: *Academic* secondary school; computational test required. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 450 or Univ. of Michigan Test: Diagnostic only.

Cost: About \$8,000 inclusive.

Housing: In dormitories.

Application: *Deadline* Nov. and May. *Fee* \$10; not refundable.

Contact: Dr. Nazir Mughal, Coordinator of International Education, Edinboro University of Pennsylvania, Edinboro, PA 16444. (814) 732-2770.

314 EL PASO COMMUNITY COLLEGE

Specialization: Emergency medical technology.

Dates: Aug. to Jan. and Jan. to June.

Instruction: *Location* El Paso, Texas; on campus. *Methods* "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon completion of six credits. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 20 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$240 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

315 EL PASO COMMUNITY COLLEGE HOSPITAL PHARMACY TECHNICIAN

Specialization: Prepares students to assist hospital pharmacists.

Dates: Aug. to March.

Instruction: *Location* El Paso, Texas; on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon completion of 720 clock hours of instruction. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$150 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

316 EL PASO COMMUNITY COLLEGE

Specialization: Optical dispensing.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon completion of 30 semester hours. Practical training is a

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program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 15 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: About \$1,200 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

317 EL PASO COMMUNITY COLLEGE

Specialization: Radiation therapy technology.

Dates: Sept. to May.

Instruction: *Location* El Paso, Texas; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completing 32 semester hours. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 12 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$1,300 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

318 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Respiratory therapy.

Dates: July to June.

Instruction: *Location* Waterloo, Iowa; at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$3,176 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Hawkeye Institute of Technology, Admissions Office, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

**319 INDIANA VOCATIONAL
TECHNICAL COLLEGE****MEDICAL LABORATORY TECHNOLOGY**

Specialization: Routine laboratory procedures for diagnosis, treatment, and monitoring of patients.

Dates: Aug. to Aug.

Instruction: *Location* Richmond, Indiana: at college, hospital. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completing 78 credit hours. Practical training at area hospital is a program component; participants are not paid. Issues 1-20AB. A foreign student counselor/adviser is available. ESL instruction is available. 12 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,618.50 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* March 15. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond IN 47374. (317) 966-2656.

**320 INTER AMERICAN UNIVERSITY
OF PUERTO RICO****MEDICAL TECHNOLOGY**

Specialization: Combines classroom and laboratory instruction.

Dates: Aug. 18 to May 27.

Instruction: *Location* Mayaguez, Puerto Rico: at Mayaguez Medical Center. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, science labs. Instruction in Spanish. *By* university faculty, physicians.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon one semester formal instruction, one semester internship. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. No special support services exist for foreign nationals. 15 participants; 1% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$4,000 for tuition.

Housing: In dormitories, guest houses.

Application: *Deadline* July 15 and Dec. 15. *Fee* none.

Contact: Lic. Annie Lugo, Inter American University of Puerto Rico, San German, PR 00753. (809) 834-6070.

321 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Wholistic studies and healing arts.

Dates: Aug. to May.

Instruction: *Location* Cambridge, Massachusetts: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for orientation and counseling. 100 partic-

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ipants; 35% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* TOEFL: 550.

Cost: About \$17,000 inclusive.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$35; not refundable.

Contact: Joanna Fabris, Program Counselor, Arts Institute, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 480.

322 MARSHALLTOWN COMMUNITY COLLEGE

HEALTH OCCUPATIONS

Specialization: Programs available in practical nursing, surgical technology, medical assisting, and dental assisting.

Dates: Aug. to July and Jan. to Dec.

Instruction: *Location* Marshalltown, Iowa: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, language labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1966; programs will be offered in 1985. Certificate upon satisfactory completion of theory and practice. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Student organizations and community support services are available. 40 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$5,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six months prior. *Fee* \$100; not refundable.

Contact: Elizabeth Gowdy, R.N., M.S., Dept. Chairperson, Marshalltown Community College, 3700 S. Center St., Marshalltown, IA 50158. (515) 752-7106.

323 MARSHALLTOWN COMMUNITY COLLEGE

Specialization: Surgical technician skills including classroom and laboratory instruction with on-the-job experience.

Dates: Sept. to Aug.

Instruction: *Location* Marshalltown, Iowa. *Methods* lectures, discussion groups, case studies, field trips, language labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. Student organizations and community support services are available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* TOEFL: 500.

Cost: About \$5,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six months prior. *Fee* \$100; not refundable.

Contact: Elizabeth Gowdy, R.N., M.S., Division Chairperson, Marshalltown Community College, 3700 S. Center St., Marshalltown, IA 50158. (515) 752-7106.

324 MICHIGAN TECHNICAL INSTITUTE

ALLIED HEALTH

Specialization: Programs available for administrative medical assistant, clinical medical assistant, medical receptionist, medical secretary, and medical transcription training.

Dates: One year.

Instruction: *Location* Ann Arbor, Michigan: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; programs will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable if not accepted.

Contact: Rachel Badanowski, Michigan Technical Institute, 611 Church St., P.O. Box 8200, Ann Arbor, MI 48107. (313) 769-4516.

325 MISSISSIPPI GULF COAST
JUNIOR COLLEGE

RESPIRATORY THERAPY TECHNICIAN

Specialization: Prepares students to seek certification from the National Board of Respiratory Care.

Dates: 1520 clock hours: classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location* Gautier, Mississippi: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* admissions tests, references, interview. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602.

326 NATIONAL SCHOOL OF
HEALTH TECHNOLOGY

DENTAL LABORATORY TECHNICIAN

Specialization: Crown and bridgework with ceramics.

Dates: May to Oct., July to Dec., Sept. to March, and Nov. to April.

Instruction: *Location* Philadelphia, Pennsylvania. *Methods* lectures, field trips, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1963; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 50 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

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Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$7,280 for tuition, books, lab fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* none.

Contact: James R. Lupfer, Dean of Admissions, National School of Health Technology, Inc., 1819 John F. Kennedy Blvd., Philadelphia, PA 19103. (215) 561-5020.

327 NATIONAL SCHOOL OF HEALTH TECHNOLOGY, INC.

Specialization: Surgical technology.

Dates: Dec. to Oct.

Instruction: *Location* Philadelphia, Pennsylvania. *Methods* lectures, field trips, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$5,272 for tuition, books, lab fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* none.

Contact: James R. Lupfer, Dean of Admissions, National School of Health Technology, Inc., 1819 John F. Kennedy Blvd., Philadelphia, PA 19103. (215) 561-5020.

328 NEWBURY JUNIOR COLLEGE RESPIRATORY THERAPY TECHNICIAN

Specialization: Respiratory lab techniques and therapy, and clinical medicine. Students will be eligible for Entry Level Certification by the National Board for Respiratory Care.

Dates: One year: classes begin Jan, May, and Sept.

Instruction: *Location* Boston, Massachusetts: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for support services and ESL programs. 50 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: \$1,975 for tuition

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Dr. George S. Kailian, Director of International Student Affairs, Newbury Junior College, 921 Boylston St., Boston, MA 02115. (617) 262-9350.

329 NORTHEASTERN JUNIOR COLLEGE

Specialization: Emergency medical training.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program

component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

330 PACIFIC COAST COLLEGE—INSTITUTE OF MEDICAL STUDIES

Specialization: Licensed vocational nursing.

Dates: One year: classes begin quarterly.

Instruction: *Location* Los Angeles, California: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research, language labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available. 60 participants; 12% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: \$5,600 for tuition, books.

Housing: Not provided.

Application: *Deadline* none. *Fee* none.

Contact: Elayne D. Brown, Executive Director, Pacific Coast College—Institute of Medical Studies, 198 S. Alvarado St., Los Angeles, CA 90057. (213) 413-3390.

331 PACIFIC COAST COLLEGE—INSTITUTE OF MEDICAL STUDIES

Specialization: Medical computer technology. Students get to keep Commodore Micro-computer 64.

Dates: Seven months: classes begin weekly.

Instruction: *Location* Los Angeles, California: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research, language labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available. 60 participants; 12% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: \$3,995 for tuition, books.

Housing: Not provided.

Application: *Deadline* none. *Fee* none.

Contact: Elayne D. Brown, Executive Director, Pacific Coast College—Institute of Medical Studies, 198 S. Alvarado St., Los Angeles, CA 90057. (213) 413-3390.

332 PORTLAND COMMUNITY COLLEGE**EMERGENCY MEDICAL TECHNOLOGY**

Specialization: Responding to emergency medical situations and providing immediate medical care to the critically ill or injured.

Dates: Sept. to June.

Instruction: *Location* Portland, Oregon: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, science labs, independent study/research. *By* college faculty, medical guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate for each of four required courses. *Issues* 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 30 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$25; not refundable.

Contact: Patty Wilson, Portland Community College, 12000 S.W. 49, Portland, OR 97219. (503) 244-6111.

333 SHELBY STATE COMMUNITY COLLEGE

Specialization: Emergency medical technology.

Dates: Aug. to June.

Instruction: *Location* Memphis, Tennessee: on campus; at work site. *Methods* lectures, case studies, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. *Issues* 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$5; not refundable.

Contact: John Terry, International Student Adviser, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

334 SHELBY STATE COMMUNITY COLLEGE**HISTOTECHNOLOGY**

Specialization: Prepares students in the science and technique of preparing tissues from surgery or autopsy for diagnosis by a pathologist.

Dates: Aug. to Aug.

Instruction: *Location* Memphis, Tennessee: on campus; at work site. *Methods* lectures, case studies, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. *Issues* 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 2 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 1 and Oct. 1. *Fee* \$5; not refundable.

Contact: John Terry, International Student Adviser, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

335 WESTARK COMMUNITY COLLEGE**Specialization:** Emergency medical technology.**Dates:** Aug. to May.**Instruction:** *Location* Fort Smith, Arkansas: on campus; at work site. *Methods* lectures, discussion groups, field trips, science labs. *By* college faculty.**Highlights:** Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB, 1-20MN. A foreign student counselor/adviser is available for tutoring. 18 participants. Program is evaluated; evaluations are available to prospective participants.**Eligibility:** *Academic* secondary school and interview. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 475.**Cost:** About \$7,500 inclusive.**Housing:** Not provided.**Application:** *Deadline* July 1 and Nov. 15. *Fee* none.**Contact:** Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.**336 WESTARK COMMUNITY COLLEGE OPERATING ROOM TECHNOLOGY****Specialization:** Classroom instruction and clinical laboratory experiences with actual operating room procedures.**Dates:** Aug. to May.**Instruction:** *Location* Fort Smith, Arkansas: on campus; at work site. *Methods* lectures, discussion groups, "hands-on" training, science labs. *By* college faculty.**Highlights:** Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* admissions test, interview, physical. *Language* English proficiency on advanced level is required. TOEFL: 475.**Cost:** About \$7,500 inclusive.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* June 15. *Fee* none.**Contact:** Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

Nursing

337 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Nursing assistant/orderly.

Dates: Four weeks: classes begin nine times per year.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 15 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$189 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Officer, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

338 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Practical nursing.

Dates: Eleven and one-half months: classes begin Jan., April, July, and Oct.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 30 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$3,036 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

339 INDIANA VOCATIONAL TECHNICAL COLLEGE

LICENSED PRACTICAL NURSING

Specialization: Training in direct patient care: patient hygiene, blood pressure testing, administering medications, monitoring patients.

Dates: Sept. to Aug.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon passing State Board examinations. Practical training is a program component; participants are not paid. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. 55 participants; 2% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* if experienced in health field, reference required. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$2,440 for tuition, books, uniforms.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* March 15. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

340 McHENRY COUNTY COLLEGE

Specialization: Nurse's aide certificate program.

Dates: One year: classes begin Jan., June, and Aug.

Instruction: *Location* Crystal Lake, Illinois: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, language labs, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.

Cost: \$25 per credit hour for tuition. **Scholarships:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six weeks prior. *Fee* \$3; not refundable. *Scholarship application deadline* none.

Contact: John Adelman, McHenry County College, Crystal Lake, IL 60014. (815) 455-3700.

341 MARIC COLLEGE OF MEDICAL CAREERS

NURSING ASSISTANT/ HOME HEALTH AIDE

Specialization: Personal care, food and nutrition, cleaning and care tasks in the home, and interpretation of medical and social needs of clients.

Dates: 24 weeks: classes begin monthly.

Instruction: *Location* San Diego, California: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research, language labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1976; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 40 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. School test.

Cost: \$2,350 for tuition, books, lab fees, uniforms.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Carolyn Spiro, Director of Admissions, 7202 Princess View Dr., Maric College of Medical Careers, San Diego, CA 92120. (619) 583-8232.

342 MARIC COLLEGE OF MEDICAL CAREERS**VOCATIONAL NURSE**

Specialization: Prepares students to take state licensing examination.

Dates: 51 weeks; classes begin monthly.

Instruction: *Location* San Diego, California: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research, language labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1976; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 40 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. School test.

Cost: \$6,060 for tuition, books, lab fees, uniforms.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open *Fee* \$30; not refundable.

Contact: Carolyn Spiro, Director of Admissions, 7202 Princess View Dr., Maric College of Medical Careers, San Diego, CA 92120. (619) 583-8232.

343 MARSHALLTOWN COMMUNITY COLLEGE**PRACTICAL NURSING**

Specialization: Classroom and laboratory instruction with on-the-job experience.

Dates: Sept. to Aug.

Instruction: *Location* Marshalltown, Iowa. *Methods* lectures, discussion groups, case studies, field trips, language labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1970. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. Student organizations and community support services are available. 40 participants; 1% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, ACT Test. *Professional* none. *Language* TOEFL: 500.

Cost: About \$5,000 inclusive. **Scholarship:** May be available.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six months prior. *Fee* \$100; not refundable. *Scholarship application deadline* six months prior.

Contact: Elizabeth Gowdy, R.N., M.S., Division Chairperson, Marshalltown Community College, 3700 S. Center St., Marshalltown, IA 50158. (515) 752-7106.

344 MISSISSIPPI GULF COAST JUNIOR COLLEGE**PRACTICAL NURSING**

Specialization: Classroom, laboratory work, and hospital experience.

Dates: 1800 clock hours: classes begin Aug., Jan., and May.

Instruction: *Location* Handsboro Station Gulfport, Gautier, or Lucedale, Mississippi: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* admission tests, references, interview. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline open. Fee \$30; not refundable.*

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jefferson Davis Campus, Hattiesburg Station Gulfport, MS 39501. (601) 896-3355; Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602 or Dean of Student Services, George County Occupational Training Center, Lucedale, MS 39452. (601) 947-4201.

345 NORTHEASTERN JUNIOR COLLEGE

Specialization: Practical nursing.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

346 PALOMAR COLLEGE

Specialization: Nursing.

Dates: Sept. to June. Program is not offered regularly; contact college.

Instruction: *Location* San Marcos, California: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1981. Attendance transcript. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and ESL instruction. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. School test.

Cost: \$73 per unit for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Nov. and Feb. *Fee* none.

Contact: Noelia Vela or Karen Johnson, Palomar College, 1140 E. Mission Rd., San Marcos, CA 92069. (619) 744-1150.

347 PORTLAND COMMUNITY COLLEGE

LICENSED PRACTICAL NURSE

Specialization: Basic bedside nursing care skills.

Dates: One year: classes begin Jan., April, June, and Sept.

Instruction: *Location* Portland, Oregon: at college; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon completing 45 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 60 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* March. *Fee* \$25; not refundable.

Contact: Health Professions Admissions, Portland Community College, 12000 S.W. 49, Portland, OR 97219. (503) 244-6111.

348 MARGARET SANGER CENTER

INTERNATIONAL FAMILY PLANNING NURSE PRACTITIONER

Specialization: Clinical and didactic training for nurses and midwives focusing on issues of maternal/child health care, training for trainers, and clinical management.

Dates: March 19 to May 25, repeated in the fall.

Instruction: *Location* New York, New York: at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, independent study/research. *By* medical and other agency staff.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon completing final research presentation and clinical practicum. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A social worker and physician are available. 10 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not generally available to prospective participants.

Eligibility: *Academic* certified nurse or midwife. *Professional* current employment at an institution or agency. *Language* English proficiency on advanced level is required.

Cost: \$7,260 inclusive. **Scholarship:** Available through international agencies, e.g. USAID, WHO, UNFPA.

Housing: In hotels.

Application: *Deadline* three months prior. *Fee* none.

Contact: Nancy B. Wolf, Margaret Sanger Center-Planned Parenthood, 380 Second Ave., New York, NY 10010. (212) 777-2002. Cable: PLANPARSAN.

349 VATTEROTT & SULLIVAN EDUCATIONAL CENTERS

NURSE ASSISTANT

Specialization: Classroom and clinical application in patient care procedures: vital signs; basic treatment; pre- and post-operative care; and use of hospital equipment.

Dates: Twenty-four weeks.

Instruction: *Location* Kansas City, Missouri: at center. *Methods* lectures, "hands-on" training. *By* center faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Issues I-20. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, school's entrance exam. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$50; not refundable.

Contact: Carol Palermo or Peggy Hunt, Vatterott & Sullivan Educational Centers, 1617 McGee, Kansas City, MO 64108. (816) 471-1811.

350 WAKE TECHNICAL COLLEGE**Specialization:** Nursing assistant.**Dates:** Three months.**Instruction:** *Location* Raleigh, North Carolina: at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty.**Highlights:** Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum 70% grade average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.**Cost:** \$255 per 11-week quarter for tuition.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* open. *Fee* none.**Contact:** Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.**351 WESTARK COMMUNITY COLLEGE****LICENSED PRACTICAL NURSING****Specialization:** Classroom instruction and coordinated clinical experience at local hospitals and nursing homes.**Dates:** Aug. to Aug.**Instruction:** *Location* Fort Smith, Arkansas: on campus, at hospitals and nursing homes. *Methods* lectures, discussion groups, "hands-on" training, computer-assisted instruction. *By* college faculty.**Highlights:** Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring. 20 participants; 9% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* admissions test, interview, physical. *Language* English proficiency on advanced level is required. TOEFL: 475.**Cost:** About \$7,500 inclusive.**Housing:** Not provided.**Application:** *Deadline* June 15. *Fee* none.**Contact:** Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

Social Services

**352 ACKERMAN INSTITUTE FOR FAMILY
THERAPY/BERKSHIRE MEDICAL CENTER****RESIDENCY PROGRAM IN
FAMILY THERAPY****Specialization:** Intensive exposure to the activities of the sponsors' family-oriented institutions.**Dates:** Four weeks (two weeks at each location); classes begin monthly.**Instruction:** *Location* New York, New York and Pittsfield, Massachusetts: at institute and at medical center. *Methods* discussion groups, case studies, individualized instruction, video-assisted instruction, independent study/research. *By* institute and medical center faculties.**Highlights:** Sponsor has offered this short-term program since 1979 at different location; program will be offered in 1985. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Two participants per

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month; 80% foreign enrollment in 1983. Program is evaluated informally; evaluations are not available to prospective participants.

Eligibility: *Academic* master's degree or doctorate. *Professional* experience in field of mental health, psychology, psychiatry, or family therapy. *Language* English proficiency on intermediate level is required.

Cost: \$1,200 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Dr. Carlos E. Sluzki, Chairman, Dept. of Psychiatry, Berkshire Medical Center, Pittsfield, MA 01201. (413) 499-4161, ext. 2707.

353 COLLEGE OF ALAMEDA DISABILITY SERVICE PROVIDERS PROGRAM

Specialization: Training in serving the disabled in various capacities. Individualized program designed in consultation with academic adviser.

Dates: Nine months; classes begin in Sept.

Instruction: *Location* Alameda, California. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, independent study/research. *By* not given.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completing 15 required course units and 12 elective course units with minimum C grade average. Issues I-20AB. A foreign student counselor/adviser is available for learning and skills assessment. Program is evaluated.

Eligibility: *Academic* not given. *Professional* not given. *Language* TOEFL: 500.

Cost: About \$7,114 inclusive.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Betty Rhoades, College of Alameda, 555 Atlantic Ave., Alameda, CA 94501. (415) 522-7221.

354 DAWSON COMMUNITY COLLEGE HUMAN SERVICES CERTIFICATE

Specialization: Includes courses in interpersonal communication, sociology, psychology, interviewing and helping skills, and social and human services.

Dates: Sept. to June.

Instruction: *Location* Glendive, Montana; at college. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$4,595 inclusive.

Housing: In apartments; sponsor assists in locating housing.

Application: *Deadline* not given. *Fee* \$10; not refundable.

Contact: Katherine H. Urbanec, Director of Admissions, Dawson Community College, P.O. Box 421, Glendive, MT 59330. (406) 365-3396, ext. 31.

355 GUILFORD COLLEGE

Specialization: Social services.

Dates: Aug. to July.

Instruction: *Location* Greensboro, North Carolina; on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence.

Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 W. Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

356 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Arts in psychotherapy.

Dates: Aug. to May.

Instruction: *Location* Cambridge, Massachusetts; on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for orientation and counseling. 100 participants; 35% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* TOEFL: 550.

Cost: About \$17,000 inclusive.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$35; not refundable.

Contact: Joanna Fabris, Program Counselor, Arts Institute, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 480.

357 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Human services. Individually designed, independent study degree programs available. Requires a residence of undetermined length.

Dates: To be arranged through mutual agreement.

Instruction: *Location* Cambridge, Massachusetts. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Certificate upon completion of 36 credits and final project. Practical training is an optional program component. Issues I-20AB. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$6,200 for tuition.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$35; not refundable.

Contact: Margot Chamberlain, Program Counselor, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 426.

358 NORTHWESTERN CONNECTICUT HUMAN SERVICES-GERONTOLOGY COMMUNITY COLLEGE

Specialization: Therapeutic recreation for nursing-home population.

Dates: Sept. to June.

Instruction: *Location* Winsted, Connecticut; on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* not given.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon completion of 18 prescribed credits. Issues I-20AB.

142 HEALTH AND ALLIED FIELDS 359-360

Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 30 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$1,600 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June. *Fee* \$10; not refundable.

Contact: Richard G. Tracy, Director of Admissions, Northwestern Connecticut Community College, Park Pl. E., Winsted, CT 06098. (203) 379-8543.

359 ORLEANS TECHNICAL INSTITUTE

HOME CARE MANAGEMENT

Specialization: Food and nutrition, physical therapy, cardio-pulmonary resuscitation training, and basic nursing related to special needs of elderly, physically handicapped, and mentally ill.

Dates: June 4 to Oct. 11, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania; at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$2,475 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

360 SOUTH CENTRAL COMMUNITY COLLEGE

HUMAN SERVICES

Specialization: Designed for those employed in human service professions desiring to upgrade their skills.

Dates: Sept. to May.

Instruction: *Location* New Haven, Connecticut; on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 30 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* experience preferred. *Language* English proficiency on intermediate level is required. TOEFL: 425.

Cost: \$1,604 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$10; not refundable.

Contact: Joseph E. Magyar, South Central Community College, 60 Sargent Dr., New Haven, CT 06511. (203) 789-7043.

**361 SOUTH CENTRAL
COMMUNITY COLLEGE****HUMAN SERVICES
GERONTOLOGY OPTION**

Specialization: To meet the needs of providers and users of services to older citizens.

Dates: Sept. to May.

Instruction: *Location* New Haven, Connecticut: at college; work site. *Methods* lectures, discussion groups, case studies, field trips. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 30 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* hospital administrators or in gerontology field. *Language* TOEFL: 425.

Cost: \$1,604 for tuition, accident insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$10; not refundable.

Contact: Joseph E. Magyar, South Central Community College, 60 Sargent Dr., New Haven, CT 06511. (203) 789-7043.

362 JAMES SPRUNT TECHNICAL COLLEGE GERIATRIC CARE SPECIALIST

Specialization: Nursing care and therapeutic activities for the aged or long-term patient in retirement home, nursing home, and home settings.

Dates: Six months.

Instruction: *Location* Kenansville, North Carolina: on campus. *Methods* lectures, discussion groups, case studies, field trips. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1964; program will be offered in 1985. Certificate. A foreign student counselor/adviser is available.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$51 per quarter for tuition. **Scholarship:** Full.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* not given.

Contact: Rita B. Brown, Director of Admissions and Records, James Sprunt Technical College, P.O. Box 398, Kenansville, NC 28349. (919) 296-1341, ext. 236.

363 SUOMI COLLEGE**HUMAN SERVICES**

Specialization: Communication, psychology, and physical education.

Dates: Sept. 10 to April 27.

Instruction: *Location* Hancock, Michigan: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, language labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completion of 30 credit hours. Issues I-20AB. A foreign student counselor/adviser is available for tutorial assistance and counseling. 30 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* not given. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: \$8,500 for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Director of Admissions, Suomi College, Hancock, MI 49930. (906) 482-5300.

364 UNIVERSITY OF MINNESOTA

GRADUATE PROGRAM IN
FAMILY-PLANNING ADMINISTRATION

Specialization: Training in planning, organizing, and operating family planning programs. Includes research.

Dates: Nine months.

Instruction: *Location* Minneapolis, Minnesota: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Master's degree upon completion. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 3 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable.

Contact: Dr. Henry Foreman, Center for Population Studies, University of Minnesota, Minneapolis, MN 55455. (612) 373-9650.

365 UNIVERSITY OF PENNSYLVANIA

MASTER OF ARTS IN
SOCIAL GERONTOLOGY

Specialization: Multidisciplinary program combining liberal arts and sciences while focusing on a broad range of conceptual issues in the field of aging.

Dates: Sept. to May.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Master's degree upon completing eight course units plus fieldwork. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration and personal counseling, orientation program upon arrival. No foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: About \$16,000 inclusive.

Housing: In dormitories, off-campus housing.

Application: *Deadline* July 15. *Fee* \$35; not refundable.

Contact: Gail Lang, Administrative Coordinator, College of General Studies, 210 Logan Hall, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-5390. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

366 UNIVERSITY OF PENNSYLVANIA

POST MASTER'S
CERTIFICATE IN SOCIAL WORK

Specialization: Examination of a particular social work issue or problem to increase skill and understanding of an area of professional practice.

Dates: Sept. to June.

Instruction: *Location* Philadelphia, Pennsylvania: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1950's; program will be offered in 1985. Certificate upon completing eight credit units, practicum, and research

project. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration and personal counseling, orientation program upon arrival. 10 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* master's degree. *Professional* five years' experience. *Language* English proficiency on advanced level is required. TOEFL: 525.

Cost: About \$16,000 inclusive.

Housing: In dormitories, off-campus housing.

Application: *Deadline* April 1. *Fee* \$30; not refundable.

Contact: Orneice Dorsey-Leslie, Admissions Director, School of Social Work, 3701 Locust Walk, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-5521. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

INFORMATION SCIENCE

367 GRATZ COLLEGE

Specialization: Judaica/Hebraica librarianship.

Dates: Sept. to Aug.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: New Program. Program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$750-\$1,000 for tuition. **Scholarship:** May be available.

Housing: Not provided.

Application: *Deadline* Sept. *Fee* \$25; not refundable.

Contact: Dr. Sholom Handelman, Gratz College, 10th and Tabor Rd., Philadelphia, PA 19141. (215) 329-3363.

368 SYRACUSE UNIVERSITY

Specialization: Master's degree in library science.

Dates: Nine months: classes begin Sept., Jan., and May. Two-week workshops available May, June, and July in addition to regular course work.

Instruction: *Location* Syracuse, New York: on campus; at work site. *Methods* lectures, field trips, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Master's degree upon completing 36 graduate credits. Practical training is a program component; participants are paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency is required. TOEFL: 550.

Cost: \$7,308 for tuition. **Scholarship:** Partial.

Housing: In dormitories, furnished rooms, International Living Center.

Application: *Deadline* July for fall, Nov. for spring, May for summer. *Fee* \$30; not refundable. *Scholarship application deadline* same as application deadlines.

Contact: Dean Evelyn H. Daniel, School of Information Studies, Syracuse University, Syracuse, NY 13210. (315) 423-2911.

**369 UNIVERSITY OF
RHODE ISLAND**
**TRAINING PROGRAM FOR MARINE SCIENCE/
FISHERIES INFORMATION SPECIALISTS**

Specialization: Emphasis on practical methods of administering marine information programs including information sources in marine science, cataloging, microcomputer/on-line searching, and current issues in marine resource development.

Dates: Aug. 1 to Oct. 8.

Instruction: *Location* Kingston, Rhode Island: on campus; optional internship at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: New Program. Sponsor has offered short-term programs since 1970; program will be offered in 1985. Certificate. Practical training is an optional program component; participants are not paid. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 15 participants; 100% projected foreign enrollment.

Eligibility: *Academic* some graduate work; basic coursework in cataloging/reference. *Professional* current responsibility for developing marine information resources in a Third World country. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$4,000 inclusive.

Housing: In dormitories, apartments, furnished rooms, with families.

Application: *Deadline* April 30. *Fee* none.

Contact: Mary Jane Beardsley, International Center for Marine Resource Development, ICMRD Library, Main Library, University of Rhode Island, Kingston, RI 02881. (401) 783-8317. Cable: RIMARDEC. Telex: 6814107 NUFOUND.

LAW

370 BRYANT & STRATTON BUSINESS INSTITUTE

LEGAL/WORD PROCESSING

Specialization: Intensive training in business English and business communications.

Dates: 48 weeks: classes begin every two weeks.

Instruction: *Location* Goleta, California: at institute. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum 1.75 grade point average. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 500 participants total enrollment; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred. School test.

Cost: \$3,765 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Glenda C. Snyder, Bryant & Stratton Business Institute, 320 South Kellogg Ave., Goleta, CA 93117. (805) 964-4896.

371 BUSINESS EDUCATION INSTITUTE

Specialization: Legal secretary/word processing skills include legal dictation and transcription skills and training on the IBM System 34 and the IBM Memory 75 typewriter.

Dates: 43 weeks: classes begin every three to four months.

Instruction: *Location* West Springfield, Massachusetts: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$3,995 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; refundable.

Contact: Admissions Office, Business Education Institute, 201 Park Ave., West Springfield, MA 01089. (413) 737-4708.

372 CALIFORNIA STATE UNIVERSITY

Specialization: Consumer protection law.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location* Fullerton, California: on campus. *Methods* lectures, discussion groups. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 29634. (714) 773-2611.

373 HAMMEL COLLEGE

Specialization: Paralegal skills.

Dates: One year: classes begin Jan., March, June, and Sept.

Instruction: *Location* Akron, Ohio: on campus. *Methods* lectures, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. A foreign student counselor/adviser is not available.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required.

Cost: Not given.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: James M. Lamers, Hammel College, 885 E. Buchtel, Akron, OH 44305. (216) 762-7491.

374 UNIVERSITY OF MICHIGAN LAW SCHOOL

Specialization: Graduate law studies.

Dates: Aug. to May.

Instruction: *Location* Ann Arbor, Michigan: on campus. *Methods* lectures, discussion groups, independent study/research. *By* university faculty.

Highlights: Program will be offered in 1985. M.C.L. or LL.M. degree upon completion of 20-24 credit hours respectively and research paper. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 96% foreign enrollment in 1983.

Eligibility: Academic LL.B. or J.D. degree. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL or Univ. of Michigan Test.

Cost: About \$14,000 inclusive. **Scholarship:** Full; partial.

Housing: Not given.

Application: *Deadline* Jan. 15. *Fee* none. *Scholarship application deadline* Jan. 15.

Contact: Barbara Roble, Graduate Office, University of Michigan Law School, Ann Arbor, MI 48109-1215. (313) 764-0535.

375 UNIVERSITY OF NORTH CAROLINA

Specialization: Trial advocacy. Lawyers try cases using simulation, exercises, lectures, and demonstrations.

Dates: May 10 to May 20.

Instruction: *Location* Chapel Hill, North Carolina: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 75 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic law degree. *Professional* experience in litigation preferred. *Language* English proficiency on advanced level is required.

Cost: \$1,100 for tuition, books. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 15. *Fee* \$300; refundable. *Scholarship application deadline* April.

Contact: Professor Joseph J. Kalo, School of Law, University of North Carolina, Chapel Hill, NC 27514. (919) 962-8518.

376 UNIVERSITY OF PENNSYLVANIA

Specialization: Master of law. Designed to meet individual students' background and needs.

Dates: Sept. to May.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. LL.M. degree upon completing 20 semester hours' coursework or 13 semester hours' coursework and scholarly thesis. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration, referral, and orientation programs. 50 participants; 95% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic LL.B. or J.D. degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 580.

Cost: \$16,000 inclusive. **Scholarship:** Limited scholarships available.

Housing: In dormitories.

Application: *Deadline* Feb. 1. *Fee* none. *Scholarship application deadline* Feb. 1.

Contact: Geraldine Higgs, University of Pennsylvania Law School, 3400 Chestnut St., Philadelphia, PA 19104. (215) 898-7400. Cable: PNSYL Phila., Pa. Telex: 710-670-0328.

377 UNIVERSITY OF VIRGINIA SCHOOL OF LAW

Specialization: Programs in master of law and doctor of juridical science.

Dates: Aug. to May.

Instruction: *Location* Charlottesville, Virginia: on campus. *Methods* lectures, independent study/research. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1950's; program will be offered in 1985. LL.M. or S.J.D. degree upon completion. Foreign nationals on tourist

visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; 66% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic law degree. *Professional* not given. *Language* TOEFL: 600.

Cost: \$3,788 for tuition. **Scholarship:** Limited fellowship monies may be available.

Housing: Available; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$30; not refundable. *Scholarship application deadline* must be accepted prior to scholarship consideration.

Contact: John Norton Moore, Director, Graduate Program, University of Virginia School of Law, North Grounds, Charlottesville, VA 22901. (804) 924-3154.

Criminal Justice

378 ARAPAHOE COMMUNITY COLLEGE

POLICE ACADEMY

Specialization: Law enforcement.

Dates: Sept. to June.

Instruction: *Location* Littleton, Colorado. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon completing 25 semester credit hours. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring, counseling, ESL and orientation programs. 30 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* minimum 21 years old. *Language* English proficiency on advanced level is required. TOEFL: 485 or Univ. of Michigan Test: 75.

Cost: \$1,850 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* May 1. *Fee* not given.

Contact: Robert Mammen, Arapahoe Community College, 5900 S. Santa Fe Dr., Littleton, CO 80120. (303) 797-5844.

379 CENTRAL MISSOURI STATE UNIVERSITY

POLICE COMMAND AND OFFICERS PROGRAM

Specialization: Designed for police officers with management, command, or administrative responsibilities.

Dates: Sept. 10 to Nov. 15 and Feb. 25 to May 3.

Instruction: *Location* Warrensburg, Missouri; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. ESL program available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* five years' police experience. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$3,300 inclusive.

Housing: In dormitories.

Application: *Deadline* one month prior. *Fee* \$100; refundable.

Contact: William Morton, Director, National Police Institute, HUM 405, Central Missouri State University, Warrensburg, MO 64093. (816) 429-4090.

380 EDISON COMMUNITY COLLEGE

Specialization: Criminal justice.

Dates: Aug. 22 to June 30.

Instruction: *Location* Fort Myers, Florida: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$42 per credit for tuition. **Scholarship:** On competitive basis with all students.

Housing: Not provided.

Application: *Deadline* July 15. *Fee* none. *Scholarship application deadline* July 1.

Contact: Joe Roof, Director of Admissions and Records, Edison Community College, Fort Myers, FL 33907. (813) 489-9360.

381 FORT STEILACOOM COMMUNITY COLLEGE

Specialization: Criminal justice.

Dates: One year: classes begin Sept., Jan., April, and June.

Instruction: *Location* Tacoma, Washington: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for academic counseling and ESL programs. 150 participants; 1.3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 450 or Univ. of Michigan Test: 72.

Cost: About \$9,360 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Office of International Education, Fort Steilacoom Community College, 9401 Farwest Dr. SW, Tacoma, WA 98498. (206) 964-6686.

382 GUILFORD COLLEGE

Specialization: Administration of justice.

Dates: Aug. to July.

Instruction: *Location* Greensboro, North Carolina: on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence.

Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required, TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 West Friendly Ave., Greensboro, NC 27410, (919) 292-5511.

383 MCHENRY COUNTY COLLEGE

Specialization: Criminal justice.

Dates: One year: classes begin Jan., June, and Aug.

Instruction: *Location* Crystal Lake, Illinois: on campus, at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, language labs, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.

Cost: \$25 per credit hour for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six weeks prior. *Fee* \$3; not refundable. *Scholarship application deadline* none.

Contact: Mr. John Adelman, McHenry County College, Crystal Lake, IL 60014, (815) 455-3700.

384 NORTHWESTERN UNIVERSITY

Specialization: Motor vehicle traffic accident investigation and reconstruction techniques.

Dates: Sept. 10 to Oct. 26.

Instruction: *Location* Evanston, Illinois: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 24 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* TOEFL: 500.

Cost: \$1,950 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* not given.

Contact: Traffic Institute, Northwestern University, P.O. Box 1409, Evanston, IL 60204, (312) 492-7245.

385 NORTHWESTERN UNIVERSITY

Specialization: Police motor vehicle traffic management.

Dates: Sept. 6 to June 15.

Instruction: *Location* Evanston, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* university faculty, professional guest speakers/lecturers.

154 LAW 386-387

Highlights: Sponsor has offered this short-term program since 1936; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 75 participants; 11% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* three years' experience. *Language* English proficiency is required. TOEFL: 500.

Cost: \$7,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June 1. *Fee* not given.

Contact: Traffic Institute, Northwestern University, P.O. Box 1409, Evanston, IL 60204. (312) 492-7245.

386 SHELBY STATE COMMUNITY COLLEGE

Specialization: Private and correctional security.

Dates: Aug. to June.

Instruction: *Location* Memphis, Tennessee; on campus, at work site. *Methods* lectures, case studies, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 1. *Fee* \$5, not refundable.

Contact: John Terry, International Student Adviser, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

387 WESTARK COMMUNITY COLLEGE

LAW ENFORCEMENT

Specialization: Basic police training. Trains for state examination and certification.

Dates: Aug. to May. Offered depending on interest.

Instruction: *Location* Fort Smith, Arkansas; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* law enforcement instructors.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 40 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* must be 21 years old and active in law enforcement capacity. *Language* English proficiency on intermediate level is required. TOEFL: 475.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* none.

Contact: Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

MANAGEMENT AND BUSINESS

388 THE COLLEGE OF INSURANCE

RISK AND INSURANCE

Specialization: Basic course in property-liability insurance designed for recent college graduates.

Dates: Sept. to May.

Instruction: *Location:* New York, New York; at school. *Methods:* lectures, discussion groups, case studies. *By:* college faculty, industry guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 40 participants; 51% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* bachelor's degree. *Professional:* not given. *Language:* English proficiency on advanced level is required; TOEFL: 550.

Cost: \$5,560 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Sept. *Fee:* not given.

Contact: Property-Liability Insurance Division, The College of Insurance, 123 William St., New York, NY 10038, (212) 962-4111.

389 EL PASO COMMUNITY COLLEGE

Specialization: First-line transportation supervision.

Dates: Aug. to June.

Instruction: *Location:* El Paso, Texas; on campus. *Methods:* lectures, discussion groups, case studies. *By:* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon completing 18 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 12% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* not given. *Language:* English proficiency is required; TOEFL: 450.

Cost: \$840 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Aug. 1. *Fee:* \$5; not refundable.

Contact: International Student Adviser, El Paso Community College, P.O. Box 20500, El Paso, TX 79998, (915) 594-2217.

390 EL PASO COMMUNITY COLLEGE

GARMENT MANUFACTURING
SUPERVISION

Specialization: Practical understanding of the basics in first-line supervision in the garment industry.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas; on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon completing 30 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 12% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 450.

Cost: \$1,200 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Adviser, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

391 EL PASO COMMUNITY COLLEGE

MANUFACTURING SUPERVISION

Specialization: Practical approach to first-line supervision techniques and principles.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas; on campus. *Methods* lectures, discussion groups, case studies. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon completing 21 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 15% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 450.

Cost: \$840 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Adviser, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

392 EL PASO COMMUNITY COLLEGE

Specialization: Quality insurance inspection.

Dates: Sept. to May.

Instruction: *Location* El Paso, Texas; on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completing 15 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. No foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 450.

Cost: \$600 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Adviser, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

393 EL PASO COMMUNITY COLLEGE

TRAFFIC AND WAREHOUSE SPECIALIST

Specialization: Industrial management.

Dates: Aug. to Jan.

Instruction: *Location* El Paso, Texas; on campus. *Methods* lectures, discussion groups, case studies. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon completing 15 credit hours. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* TOEFL: 450.

Cost: \$600 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Adviser, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

394 FORT STELLACOOM COMMUNITY COLLEGE

Specialization: Programs available in accounting, salesmanship, fashion merchandising, retailing, filing-records management, and general office clerical skills.

Dates: One year: classes begin Sept., Jan., April, and June.

Instruction: *Location* Tacoma, Washington; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for academic counseling and ESL programs. 150 participants; 1.3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 450 or Univ. of Michigan Test: 72.

Cost: About \$9,360 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Office of International Education, Fort Steilacoom Community College, 9401 Farwest Dr. SW, Tacoma, WA 98498. (206) 964-6686.

395 PACE UNIVERSITY

Specialization: Industrial relations. Can be tailored to suit individual needs.

Dates: Sept. to June.

Instruction: *Location* New York or White Plains, New York; on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues 1-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL instruction and International Student Club are available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* bachelor's degree. *Professional:* not given. *Language:* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$6,900 per semester inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$20; not refundable. *Scholarship application deadline:* open.

Contact: R. Fennekohl, Graduate Admissions Office, Pace University, Pace Plaza, New York, NY 10038. (212) 488-1720.

396 PACE UNIVERSITY

Specialization: Labor-Management Relations. Possibility of cooperative education/work-study component.

Dates: Sept. to June.

Instruction: *Location:* New York, New York; on campus; at work site. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, language labs. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues 1-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL instruction and International Student Club are available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* some undergraduate work. *Professional:* none. *Language:* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$20; not refundable.

Contact: Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1323.

397 SOUTH CENTRAL COMMUNITY COLLEGE

Specialization: Labor union involvement.

Dates: Sept. to May.

Instruction: *Location:* New Haven, Connecticut; on campus. *Methods:* lectures, discussion groups, case studies. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 30 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 425.

Cost: \$1,604 for tuition, accident insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$10; not refundable.

Contact: Joseph E. Mayvar, South Central Community College, 60 Sargent Dr., New Haven, CT 06511. (203) 789-7043.

398 UNITED COLLEGE OF BUSINESS

Specialization: Nine- and twelve-month programs available in accounting, business administration, business data processing, and secretarial skills.

Dates: Classes begin every six weeks.

Instruction: *Location:* Santa Monica or Hollywood, California; on campus. *Methods:* lectures, "hands-on" training, computer-assisted instruction. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1969; program will be offered in 1985. Certificate. Issues I-20/AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, study-skills workshop, and ESL program. 15% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on advanced level is required.

Cost: \$4,025 for nine months for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* two weeks prior. *Fee:* \$100; not refundable.

Contact: Stanley Pakula, United College of Business, 1233 Santa Monica Mall, Santa Monica, CA 90401. (213) 395-3231 or John Funk, United College of Business, 6690 Sunset Blvd., Hollywood, CA 90028. (213) 461-8565.

Accounting

399 ADELPHIA BUSINESS SCHOOL

Specialization: Accounting. Small, self-paced classes.

Dates: One year: classes begin monthly.

Instruction: *Location:* Philadelphia, Pennsylvania; at school. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs for English, independent study/research. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1947; program will be offered in 1985. Certificate. Issues I-20/MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for personal and career counseling and language tutoring. 70 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is preferred.

Cost: About \$5,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* \$20.

Contact: Richard A. Thomas, Assistant Director, Adelpia Business School, Inc., East Girard Bank Bldg., 13 & Sansom Sts., Philadelphia, PA 19107. (215) 627-1188.

400 BAKER JUNIOR COLLEGE

Specialization: Junior accounting.

Dates: One year: classes begin March, June, and Sept.

Instruction: *Location:* Owosso, Michigan; on campus. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20/AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is not evaluated.

160 MANAGEMENT AND BUSINESS 401-403

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$3,120 for tuition.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Admissions Office, Baker Junior College, 1020 S. Washington St., Owosso, MI 48867. (517) 723-5251.

401 BRYANT & STRATTON BUSINESS INSTITUTE

ACCOUNTING

Specialization: Intensive training in business English and business communications.

Dates: 36 weeks; classes begin every two weeks.

Instruction: *Location* Goleta, California; at institute. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 1.75 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 500 participants total enrollment; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred. School test.

Cost: \$3,225 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Glenda C. Snyder, Bryant & Stratton Business Institute, 320 South Kellogg Ave., Goleta, CA 93117. (805) 964-4896.

402 BRYANT & STRATTON BUSINESS INSTITUTE

BOOKKEEPER

Specialization: Intensive training in business English and business communications.

Dates: 24 weeks; classes begin every two weeks.

Instruction: *Location* Goleta, California; at institute. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 1.75 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 500 participants total enrollment; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred. School test.

Cost: \$2,530 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Glenda C. Snyder, Bryant & Stratton Business Institute, 320 South Kellogg Ave., Goleta, CA 93117. (805) 964-4896.

403 BRYANT & STRATTON COLLEGE

Specialization: Computerized accounting including cost, payroll, and tax accounting.

Dates: Six or nine months; classes begin monthly.

Instruction: *Location* Chicago, Illinois; on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: New Program. Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are

eligible to enroll. A foreign student counselor/adviser is not available. 25 participants. Program will be evaluated; evaluations will be available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. SRA Verbal: 50%.

Cost: \$5,000 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$25; not refundable.

Contact: Fran Taylor, Director of Admissions, Bryant & Stratton College, 420 Merchandise Mart, Chicago, IL 60654. (312) 670-0058.

404 CANNON'S INTERNATIONAL BUSINESS COLLEGE OF HONOLULU

Specialization: Programs available in bookkeeping (two quarters), full-charge bookkeeping (three quarters), accounting (four quarters).

Dates: Classes begin Jan., March, July, and Sept.

Instruction: *Location* Honolulu, Hawaii: on campus. *Methods* lectures, discussion groups, individualized instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred. TOEFL: 500.

Cost: \$850 per quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Richard S.K. Young, Cannon's International Business College of Honolulu, 33 S. King St., Honolulu, HI 96813. (808) 521-5333.

405 CHASE BUSINESS SCHOOL

Specialization: Accounting.

Dates: 11 months: classes begin monthly except Dec.

Instruction: *Location* Vancouver, Washington: at school. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1948; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. A foreign student counselor/adviser is not available. 1.5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,000 for tuition, books.

Housing: Not provided.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Admissions Representative, Chase Business School, 2700 N.E. Anderson Rd., Vancouver, WA 98661. (206) 693-4717.

406 CHESAPEAKE BUSINESS INSTITUTE

ACCOUNTING CLERK

Specialization: Includes data processing and microcomputer accounting applications.

Dates: Nine months: classes begin Jan., April, July, and Sept.

Instruction: *Location* Forestville, Maryland: at institute. *Methods* lectures, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available. 35 participants.

162 MANAGEMENT AND BUSINESS 407-409

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$3,850 for tuition, books.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Margaret Johnson or Joseph Niosi, Chesapeake Business Institute, 5408 Silver Hill Rd., Forestville, MD 20747. (301) 420-1624.

407 CHURCHMAN BUSINESS SCHOOL

Specialization: Accounting. Small classes. Hands-on approach.

Dates: Sept. to July.

Instruction: *Location* Easton, Pennsylvania; at school. *Methods* lectures, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1960; program will be offered in 1985. Associate's degree upon 3.0 cumulative grade point average for 91 credits. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 60 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,350 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June. *Fee* \$25; not refundable.

Contact: Joseph Peters, Churchman Business School, 355 Spring Garden St., Easton, PA 18042. (215) 258-5345.

408 COLORADO MOUNTAIN COLLEGE

Specialization: Computerized accounting.

Dates: Aug. to May.

Instruction: *Location* Steamboat Springs, Colorado; on campus. *Methods* lectures, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. ESL instruction is available. 100 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: \$3,584 for tuition.

Housing: In dormitories.

Application: *Deadline* July. *Fee* none.

Contact: Admissions Office, Colorado Mountain College, Alpine Campus, P.O. Box 775288, Steamboat Springs, CO 80477. (303) 879-3288.

409 COMMERCIAL PROGRAMMING UNLIMITED

Specialization: Accounting skills combined with computer operations, programming, and data processing.

Dates: Six months; classes begin Feb., April, July, Sept., and Dec.

Instruction: *Location* New York, New York; at school. *Methods* "hands-on" training, computer-assisted instruction. *By* school faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are paid. Issues 1-20AB, 1-20MN.

Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for individual and immigration counseling. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic some undergraduate work. *Professional* not given. *Language* English proficiency on beginning level is required.

Cost: \$2,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$175; not refundable.

Contact: John E. Whitmore, Commercial Programming Unlimited, 853 Broadway, New York, NY 10003. (212) 982-4000.

410 COPE INSTITUTE

Specialization: Bookkeeping.

Dates: Five months; classes begin Jan., April, July, and Oct.

Instruction: *Location* Brooklyn, New York; at institute. *Methods* lectures, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1977; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school; aptitude test and interview. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$2,250 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$100; refundable.

Contact: Rabbi Y. Barash, Cope Institute, 4419 18 Ave., Brooklyn, NY 11204. (212) 436-1700.

411 DATA INSTITUTE BUSINESS SCHOOL

Specialization: Accounting.

Dates: 24 weeks; classes begin July, Sept., Oct., and Jan.

Instruction: *Location* East Hartford, Connecticut; at school. *Methods* lectures, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1962; program will be offered in 1985. Certificate upon minimum 2.0 grade point average in 12 required courses. Practical training is a program component; participants are paid via college work-study. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for English tutoring. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,725 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* eight weeks prior. *Fee* \$125; not refundable.

Contact: Mark Sheinberg, Executive Director, Data Institute Business School, 525 Burnside Ave., East Hartford, CT 06108. (203) 528-4111.

412 DELTA SCHOOL OF BUSINESS

Specialization: Accounting. Last quarter contains an internship in business setting.

Dates: Classes begin Oct., Jan., March, and July.

Instruction: *Location* Lake Charles, Louisiana; at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll.

A foreign student counselor/adviser is available for tutoring. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school; entrance exam. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$4,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Janette Hamilton, Delta School of Business, 517 Broad St., Lake Charles, LA 70601. (318) 439-5765.

413 ECONOMICS INSTITUTE

Specialization: Accounting. Individualized programs adjusted to prior professional training and English proficiency.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate supported by official course transcript. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for general and academic advising. 100 total participants in short-term programs; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic bachelor's degree. *Professional* 3 to 10 years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

414 GUILFORD COLLEGE

Specialization: Accounting.

Dates: Aug. to July.

Instruction: *Location* Greensboro, North Carolina; on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: Academic bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 West Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

415 HAMMEL COLLEGE

Specialization: Accounting.

Dates: One year: classes begin Jan., March, June, and Sept.

Instruction: Location: Akron, Ohio; on campus. Methods: lectures, case studies, field trips, "hands-on" training, computer-assisted instruction. By college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. A foreign student counselor/adviser is not available.

Eligibility: Academic: secondary school. Professional: not given. Language: English proficiency is required.

Cost: Not given.

Housing: Not provided.

Application: Deadline: not given. Fee: not given.

Contact: James M. Lamers, Hammel College, 885 E. Buchtel, Akron, OH 44305, (216) 762-7491.

416 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Bookkeeping.

Dates: One year: classes begin every three months.

Instruction: Location: Waterloo, Iowa; at institute. Methods: lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,672 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: open. Fee: none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704, (319) 296-2320.

417 INDIANA BUSINESS COLLEGE

Specialization: Accounting.

Dates: Classes begin weekly.

Instruction: Location: various locations in Indiana; on campus. Methods: individualized instruction, "hands-on" training. By college faculty.

Highlights: Sponsor has offered short-term programs since 1902; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required. TOEFL.

Cost: \$8,000 inclusive.

Housing: With families.

Application: Deadline: three months prior. Fee: none.

Contact: Mike Skaggs, Indiana Business College, 802 N. Meridian St., Indianapolis, IN 46204, (317) 634-8337.

**418 INDIANA VOCATIONAL
TECHNICAL COLLEGE****ACCOUNTING TECHNOLOGY**

Specialization: Accounts payable and receivable, payroll, billing, inventory records, purchase orders, and expense reports.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: Location: Richmond, Indiana; at college. *Methods:* lectures, "hands-on" training. *By:* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 49 credit hours. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: Academic: none. Professional: not given. Language: English proficiency on advanced level is required. TOEFL.

Cost: \$1,016.75 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: open. Fee: not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

419 KELLER GRADUATE SCHOOL OF MANAGEMENT

Specialization: Master's of business administration in accounting.

Dates: One year: classes begin Sept., Nov., Feb., April, and June.

Instruction: Location: Chicago, Illinois; on campus. *Methods:* lectures, discussion groups, case studies. *By:* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1973; program will be offered in 1985. Master's degree upon minimum 2.5 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: bachelor's degree. Professional: none. Language: English proficiency on advanced level is required. TOEFL: 500.

Cost: \$7,360 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: none. Fee: none.

Contact: Director of Admissions, Keller Graduate School of Management, 10 S. Riverside Plaza, Suite 2124, Chicago, IL 60606. (312) 454-0880.

420 LONG BEACH COLLEGE OF BUSINESS**ACCOUNTING**

Specialization: Business mathematics, cost, tax, and payroll accounting, business law, and personnel management. Introduction to data processing and computer operations.

Dates: 38 weeks: classes begin every two weeks.

Instruction: Location: Long Beach, California; on campus. *Methods:* individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required. School test.

Cost: Not given.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline: three days prior. Fee: not given.

Contact: Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.

421 LONG BEACH COLLEGE OF BUSINESS AUTOMATED BOOKKEEPING

Specialization: Business mathematics, accounting, and introduction to data processing and computer operations.

Dates: 26 weeks; classes begin every two weeks.

Instruction: Location Long Beach, California; on campus. Methods individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. By college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required. School test.

Cost: Not given.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline: three days prior. Fee: not given.

Contact: Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.

422 LONG BEACH COLLEGE OF BUSINESS DATA PROCESSING ACCOUNTING

Specialization: Accounting, advanced computer operations, BASIC and ANSI COBOL programming, and an introduction to systems analysis.

Dates: 48 weeks; classes begin every two weeks.

Instruction: Location Long Beach, California; on campus. Methods individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. By college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required. School test.

Cost: Not given.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline: three days prior. Fee: not given.

Contact: Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.

423 MBTI BUSINESS TRAINING INSTITUTE BASIC BUSINESS ACCOUNTING

Specialization: Cost and managerial accounting, business law, economics, and data processing fundamentals. Optional comprehensive data processing training available.

Dates: 30 weeks; classes begin monthly.

Instruction: Location Milwaukee, Wisconsin; at institute. Methods lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1959; program will be offered in 1985. Certificate. A foreign student counselor/adviser is not available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school; IBM aptitude test. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,495 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; not refundable.

Contact: Admissions Department, MBTI Business Training Institute, 820 N. Plankinton Ave., Milwaukee, WI 53203, (414) 272-2192.

424 MICHIGAN TECHNICAL INSTITUTE

ACCOUNTING

Specialization: Economics, law, payroll, income tax, cost accounting, and principles of management.

Dates: One year.

Instruction: *Location* Ann Arbor, Michigan; on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 350 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable if not accepted.

Contact: Rachel Badanowski, Michigan Technical Institute, 511 Church St., P.O. Box 8200, Ann Arbor, MI 48107, (313) 769-4516.

425 MIDLAND CAREER INSTITUTE

Specialization: Computerized accounting utilizing microcomputers.

Dates: March 12 to Sept. 5 and Sept. 10 to March 8.

Instruction: *Location* Hempstead, New York; at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum C grade average; 80% attendance. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 12 participants; no foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Stanford Test of Academic Skills: 51.

Cost: \$3,450 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$50; refundable.

Contact: Admissions Office, Midland Career Institute, 175 Fulton Ave., Hempstead, NY 11550, (516) 481-2774.

426 THE NEW ENGLAND SCHOOL OF ACCOUNTING

Specialization: Computerized accounting assistant.

Dates: Two semesters, classes begin Sept., Jan., and June.

Instruction: *Location* Worcester, Massachusetts; at school. *Methods* lectures, case studies, "hands-on" training, computer-assisted instruction. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Diploma. Practical training may be a program component; participants

may be paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Tutoring is available. 25 participants; no foreign enrollment in 1983. Program will be evaluated.

Eligibility: Academic secondary school. *Professional none. Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$3,000 for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* six months prior. *Fee* \$15. *Scholarship application deadline* Nov., Feb., and March.

Contact: Leslie C. Pike, The New England School of Accounting, 70 Meetinghouse Rd., Ashland, MA 01752.

427 NEW YORK UNIVERSITY ADVANCED PROFESSIONAL CERTIFICATE

Specialization: Accounting. Designed for those interested in changing their field or updating their training.

Dates: Sept. to Jan. and Feb. to May.

Instruction: *Location* New York, New York; on campus. *Methods* lectures, discussion groups, case studies, computer-assisted instruction. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic master's degree. *Professional none. Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,200 for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Roberta Rosenblatt, New York University, Graduate Business School, 100 Trinity Pl., New York, NY 10006. (212) 285-6250.

428 NORTHWESTERN BUSINESS COLLEGE

Specialization: Junior accounting.

Dates: Three months; classes begin June, Sept., Dec., and March.

Instruction: *Location* Chicago, Illinois; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants, 1.5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic associate's degree. *Professional none. Language* English proficiency on beginning level is required.

Cost: \$5,350 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$75; refundable.

Contact: V.L. Schomacher, Northwestern Business College, 4959 W. Belmont, Chicago, IL 60641. (312) 777-4220.

429 PACE UNIVERSITY

Specialization: Accounting. Can be tailored to suit individual needs.

Dates: Sept. to June; summer session also available.

Instruction: *Location* New York or White Plains, New York; on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, language labs. *By* university faculty, professional guest speakers/lecturers.

170 MANAGEMENT AND BUSINESS 430-431

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club are available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic bachelor's degree. Professional: not given. Language: English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$6,900 per semester inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline open. Fee \$20; not refundable. Scholarship application deadline with admissions application.

Contact: R. Fennekoh, Graduate Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1720.

430 PARKLAND COLLEGE

ACCOUNTING CERTIFICATE

Specialization: Prepares students for careers as junior accountants, auditor's assistant, or payroll clerk.

Dates: Aug. to Aug.

Instruction: Location: Champaign, Illinois; on campus. Methods: lectures, discussion groups, "hands-on" training. By: college faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 33 semester hours. Issues I-20AB, I-20/MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for special counseling. International Students' Organization on campus. ESL courses available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: none. Fee: none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

431 PHILADELPHIA SCHOOL OF OFFICE TRAINING

Specialization: Basic accounting.

Dates: Classes begin Sept., Jan., March, and July.

Instruction: Location: Philadelphia, Pennsylvania; at school. Methods: lectures, discussion groups, case studies, field trips, individualized instruction, computer-assisted instruction, independent study/research. By: school faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon completing 60 credits with minimum 2.0 grade point average. Practical training is a program component. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Tutoring is available. 40 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: not given. Language: English proficiency is required.

Cost: \$4,292 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: open. Fee: \$10; not refundable.

Contact: Director of Admissions, Philadelphia School of Office Training, 1724 Chestnut St., Philadelphia, PA 19103. (215) 567-7600.

**432 PHILADELPHIA SCHOOL
OF OFFICE TRAINING****FULL-CHARGE BOOKKEEPING**

Specialization: Basic bookkeeping concepts and rules with specific training in payroll accounting.

Dates: Classes begin Sept., Jan., March, and July.

Instruction: *Location:* Philadelphia, Pennsylvania; at school. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, computer-assisted instruction. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completing 45 credits with minimum 2.0 grade point average. Practical training is a program component. Issues I-20/AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Tutoring is available. 40 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* not given. *Language:* English proficiency is required.

Cost: \$3,219 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$10; not refundable.

Contact: Director of Admissions, Philadelphia School of Office Training, 1724 Chestnut St., Philadelphia, PA 19103. (215) 567-7600.

433 PHILLIPS BUSINESS COLLEGE

Specialization: Business accounting.

Dates: Eight months; classes begin monthly except during July and Dec.

Instruction: *Location:* Alexandria, Virginia; at school. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20/MN. A foreign student counselor/adviser is not available. English workshops are available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* none. *Language:* English proficiency on intermediate level is preferred.

Cost: \$2,250 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* none. *Fee:* none.

Contact: Patsy Campbell or Bill Powell, Phillips Business College, 3823 Mt. Vernon Ave., Alexandria, VA 22305. (703) 549-9131.

434 POINT PARK COLLEGE

Specialization: Accounting.

Dates: Sept. to Aug., Jan. to Dec., and May to April. Can be completed in less than three semesters.

Instruction: *Location:* Pittsburgh, Pennsylvania; on campus. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research, science labs. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon completing 31 credits with minimum 2.0 grade point average. Advanced standing possible. Issues I-20/AB. A foreign student counselor/adviser is available for immigration, ESL and orientation programs. 20-25 participants; 20-30% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 500.

Cost: \$1,800-\$3,700 for tuition (depending on number of advanced standing credits).

Housing: In dormitories.

Application: *Deadline* June 15, Oct. 15, or Feb. 15. *Fee* \$30; not refundable.

Contact: Dr. Frank Granotta, Associate Dean, International Center, Point Park College, 201 Wood St., Pittsburgh, PA 15222. (412) 391-4100.

435 SANTA BARBARA BUSINESS COLLEGE

Specializations: Manual and computerized accounting and payroll skills with additional computer training.

Dates: Open entry, open exit.

Instruction: *Location* Fremont, California; on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Issues I-20/A3. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. Support services are available. 40 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required.

Cost: \$3,957 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* not given.

Contact: Gloria Mercer, Director, Santa Barbara Business College, 4333 Hansen Ave., Fremont, CA 94536. (415) 793-4342.

436 SAWYER COLLEGE AT VENTURA

Specializations: Accounting, business communications, general business education, and computers in business.

Dates: 40 weeks; classes begin monthly.

Instruction: *Location* Ventura, California; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1962; program will be offered in 1985. Certificate upon minimum C grade average; attain microcomputer literacy. Issues I-20/A3. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for English tutorial assistance. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,710 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; not refundable.

Contact: Wayne Robertson, Sawyer College at Ventura, 470 E. Thompson Blvd., Ventura, CA 93001. (805) 648-6877.

437 SAWYER COLLEGE OF BUSINESS—SAN DIEGO

Specialization: Accounting/computer literacy.

Dates: 24 weeks; classes begin monthly.

Instruction: *Location* San Diego, California; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. *Professional:* none. *Language:* English proficiency on beginning level is required.

Cost: \$3,150 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* none. *Fee:* not given.

Contact: Berta Cuatrecasas, Sawyer College of Business, 3507 El Cajon Blvd., San Diego, CA 92115. (619) 286-4770.

438 THE SMITH BUSINESS SCHOOL

Specializations: Accounting.

Dates: Sept. to Sept., Jan. to Dec., April to March, and July to June.

Instructions: *Location:* Washington, D.C.: at school. *Methods:* lectures, discussion groups, case studies, individualized instruction. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 80 participants; 5% foreign enrollment in 1983. Program is evaluated.

Eligibility: Academic: secondary school. *Professional:* not given. *Language:* English proficiency on intermediate level is required. TOEFL.

Cost: \$1,300 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* two months prior. *Fee:* \$30; not refundable.

Contact: Joseph E. Magyar, Director, The Smith Business School, 1010 Vermont Ave., N.W., Washington, D.C. 20005. (202) 638-1700.

439 SOUTH CENTRAL COMMUNITY COLLEGE

Specializations: Bookkeeping, typing, and other office skills.

Dates: Sept. to Oct.

Instructions: *Location:* Houston, Connecticut: on campus. *Methods:* lectures, discussion groups, case studies, training, computer-assisted instruction. *By:* college faculty.

Highlights: New program. Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 13 participants. Program will not be evaluated.

Eligibility: Academic: secondary school. *Professional:* not given. *Language:* English proficiency on intermediate level is required. TOEFL: 425.

Cost: \$1,608 for tuition, accident insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$10; not refundable.

Contact: Joseph E. Magyar, South Central Community College, 60 Sargent Dr., New Haven, CT 06511. (203) 789-7043.

440 SPENCER COLLEGE

Specializations: Business administration accounting. Small classes.

Dates: 10 months; classes begin Jan., Feb., April, June, Aug., and Oct.

Instructions: *Location:* Baton Rouge, Louisiana: on campus. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. Four days' instruction; nationals on fifth day. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: not given. Language: English proficiency on intermediate level is required.

Cost: \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: two weeks prior. Fee: \$30 plus 10% of course cost.

Contact: Becky Burke, Spencer College, 2902 Florida Blvd., Baton Rouge, LA 70802. (504) 383-7701.

441 STAUTZENBERGER COLLEGE

Specialization: Junior accounting. Small classes, tutoring by peers.

Dates: One year: classes begin April, July, Oct., and Jan.

Instruction: Location: Bowling Green, Ohio: on campus. Methods: lectures, discussion groups, individualized instruction. By college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on intermediate level is preferred. Individual determination made at interview.

Cost: \$2,400-\$2,900 for tuition, books, fees.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline: none. Fee: \$25; refundable if not accepted.

Contact: John Randall, Admissions, Stautzenberger College, 509 S. Main St., Bowling Green, OH 43402. (419) 352-8375.

442 STEVENS HENAGER COLLEGE

Specialization: Junior accounting.

Dates: One year: classes begin Sept., Jan., March, and July.

Instruction: Location: Provo, Utah: on campus. Methods: lectures, discussion groups, individualized instruction, "hands-on" training. By college faculty.

Highlights: Program will be offered in 1985. Certificate upon completing 68 quarter credit hours. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 4% foreign enrollment in 1983.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required.

Cost: \$3,960 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: none. Fee: \$100; not refundable.

Contact: John L. Montrose, Stevens Henager College, 250 West Center, Provo, UT 84601. (801) 373-3435.

443 STRATTON COLLEGE

JUNIOR ACCOUNTING

Specialization: Account classification, cash flow analysis, and preparation of financial statements.

Dates: One year: classes begin Oct., Jan., April, and July.

Instruction: Location: Milwaukee, Wisconsin: on campus. Methods: lectures, discussion groups, case studies, field trips, "hands-on" training. By college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign

student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* not given. *Language:* English proficiency on advanced level is required.

Cost: \$5,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$25.

Contact: Russell Rietting, Director of Admissions, Stratton College, 1300 N. Jackson St., Milwaukee, WI 53202. (414) 276-5200.

444 SUOMI COLLEGE

Specialization: Accounting. Individualized approach to English skills.

Dates: Sept. 10 to April 27.

Instruction: *Location:* Hancock, Michigan: on campus. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, language labs. By college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available for tutoring and counseling. 30 participants. 4% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* not given. *Language:* English proficiency on intermediate level is preferred.

Cost: \$8,500 for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline:* none. *Fee:* \$15; not refundable.

Contact: Director of Admissions, Suomi College, Hancock, MI 49830. (906) 482-5300.

445 UNITED COLLEGE OF BUSINESS

Specialization: Nine-month and one-year programs available in accounting, office procedures, and data processing.

Dates: Classes begin eight times a year.

Instruction: *Location:* Santa Monica or Hollywood, California: on campus. *Methods:* lectures, "hands-on" training, computer-assisted instruction. By college faculty.

Highlights: Sponsor has offered short-term programs since 1969; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, study-skill workshops, and ESL programs. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on advanced level is required.

Cost: \$4,025 (nine months), \$4,629 (one year) for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* two weeks prior. *Fee:* \$100; not refundable.

Contact: Stanley Pakula, United College of Business, 1233 Santa Monica Mall, Santa Monica, CA 90401. (213) 395-3251 or John Funk, United College of Business, 6690 Sunset Blvd., Hollywood, CA 90028. (213) 461-8565.

Business Administration

446 BRYANT & STRATTON BUSINESS INSTITUTE BUSINESS MANAGEMENT

Specialization: Intensive training in business English and business communications.

Dates: 48 weeks; classes begin every two weeks.

Instruction: *Location:* Goleta, California; at institute. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, independent study/research. *By:* institute faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 1.75 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 500 participants total enrollment; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on advanced level is preferred. School test.

Cost: \$3,765 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* two weeks prior. *Fee:* \$25; not refundable.

Contact: Glenda C. Snyder, Bryant & Stratton Business Institute, 320 South Kellogg Ave., Goleta, CA 93117. (805) 964-4896.

447 ECONOMICS INSTITUTE

Specialization: Management science/information systems. Individualized programs.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 13.

Instruction: *Location:* Boulder, Colorado; on campus. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By:* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants total; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* bachelor's degree. *Professional:* 3 to 10 years' experience preferred. *Language:* English proficiency on intermediate level is required.

Cost: About \$1,260 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

448 GUILFORD COLLEGE

Specialization: Programs available in management, democratic management, and sports management.

Dates: Aug. to July.

Instruction: *Location:* Greensboro, North Carolina; on campus. *Methods:* lectures, discussion groups. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; program will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A

foreign student counselor/adviser is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: Academic bachelor's degree. *Professional none.* *Language:* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline open. Fee \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 West Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

449 KELLER GRADUATE SCHOOL OF MANAGEMENT

Specialization: Master's of business administration programs available in management information systems and general management.

Dates: One year: classes begin Sept., Nov., Feb., April, and June.

Instruction: Location Chicago, Illinois; on campus. *Methods:* lectures, discussion groups, case studies. By school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1973; program will be offered in 1985. Master's degree upon completing 16 courses with minimum 2.5 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic bachelor's degree. *Professional none.* *Language:* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$7,360 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline none. Fee none.

Contact: Director of Admissions, Keller Graduate School of Management, 1015 Riverside Plaza, Suite 2124, Chicago, IL 60606. (312) 454-0880.

450 LONG BEACH COLLEGE OF BUSINESS

BUSINESS MANAGEMENT

Specialization: Cost, tax, and payroll accounting, personnel management, business law, marketing and distribution, and risk and insurance. Introduction to data processing and computer operations.

Dates: 48 weeks: classes begin every two weeks.

Instruction: Location Long Beach, California; on campus. *Methods:* individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. By college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional none.* *Language:* English proficiency on beginning level is required. School test.

Cost: Not given.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline three days prior. Fee not given.

Contact: Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.

451 MICHIGAN TECHNICAL INSTITUTE**BUSINESS ADMINISTRATION**

Specialization: Accounting, management, and marketing.

Dates: One year.

Instruction: *Location:* Ann Arbor, Michigan; on campus; at work site. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. By college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional note:* Language: English proficiency on intermediate level is required. TOEFL: 550 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$100; refundable if not accepted.

Contact: Rachel Badarowski, Michigan Technical Institute, 611 Church St., P.O. Box 8200, Ann Arbor, MI 48107. (313) 769-4516.

452 NEW YORK UNIVERSITY

Specialization: Computers and information systems.

Dates: Sept. to Jan., Feb. to May, and June to Aug.

Instruction: *Location:* New York, New York; on campus. *Methods:* lectures, discussion groups, case studies, computer-assisted instruction. By university faculty.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* master's degree. *Professional note:* Language: English proficiency on intermediate level is required. TOEFL.

Cost: \$4,200 for tuition.

Housing: Not provided.

Application: *Deadline:* not given. *Fee:* not given.

Contact: Roberta Rosenblatt, New York University, Graduate Business School, 100 Trinity Pl., New York, NY 10006. (212) 285-6250.

453 PACE UNIVERSITY

Specialization: Information systems in business. Can be tailored to suit individual needs.

Dates: Sept. to June; summer session also available.

Instruction: *Location:* New York or White Plains, New York; on campus; at work site. *Methods:* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, language labs. By university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club are available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* bachelor's degree. *Professional note:* Language: English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$6,900 per semester inclusive. **Scholarships:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$20; not refundable. *Scholarship application deadline:* with admissions application.

Contact: R. Fennekohl, Graduate Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1720.

454 PACE UNIVERSITY

Specialization: Management. Possibility of cooperative education/work-study.

Dates: Sept. to June; summer session also available.

Instruction: Location Pleasantville or White Plains, New York; on campus, at work site. Methods lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. By university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club are available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic some undergraduate work. Professional none. Language English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline open. Fee \$20; not refundable.

Contact: Admissions Office, Pace University, Redford Rd., Pleasantville, NY 10570. (914) 769-5246 or Admissions Office, Pace University, 78 N. Broadway, White Plains, NY 10603. (914) 681-4074.

455 PACE UNIVERSITY

Specialization: Programs available in management and management science. Programs can be tailored to suit individual needs.

Dates: Sept. to June; summer session also available.

Instruction: Location New York or White Plains, New York; on campus, at work site. Methods lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. By university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and international student club are available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic bachelor's degree. Professional not given. Language English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$6,900 per semester inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline open. Fee \$20; not refundable. Scholarship application deadline with admissions application.

Contact: R. Fennekohl, Graduate Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1720.

456 THE PLAZA SCHOOL OF DRAFTING

Specialization: Business management.

Dates: Nine months; classes begin every six weeks.

Instruction: Location Paramus, New Jersey; at school. Methods lectures, case studies, individualized instruction, "hands-on" training, computer-assisted instruction. By school faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB. A foreign

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student counselor/adviser is not available. 30 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required.

Cost: \$4,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* open. *Fee:* \$200; refundable.

Contact: Deanna Cebulash, The Plaza School of Drafting, Business Management Division, Garden State Plaza, Paramus, NJ 07652. (201) 843-0952.

457 POINT PARK COLLEGE

Specialization: Business management.

Dates: Sept. to Aug., Jan. to Dec., and May to April. Can be completed in less than three semesters.

Instruction: *Location:* Pittsburgh, Pennsylvania; on campus. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research, language labs. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Advanced standing possible. Practical training is a program component; participants are paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for immigration advising, ESL, and orientation programs. 25 participants; 25% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency is required. TOEFL: 500.

Cost: \$1,800-3,700 for tuition (depending on number of advanced standing credits).

Housing: In dormitories.

Application: *Deadline:* June 15, Oct. 15, or Feb. 15. *Fee:* \$30; not refundable.

Contact: Dr. Frank Giannotta, Associate Dean, International Center, Point Park College, 201 Wood St., Pittsburgh, PA 15222. (412) 391-4100.

458 SOUTHERN VERMONT COLLEGE

Specialization: Management.

Dates: Sept. to May.

Instruction: *Location:* Bennington, Vermont; on campus, at work site. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By:* college faculty, industry guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring. 20 participants; 3% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* some undergraduate work. *Professional:* one year's experience. *Language:* English proficiency on intermediate level is required. TOEFL: 540.

Cost: \$7,000 inclusive. **Scholarships:** Partial.

Housing: In dormitories.

Application: *Deadline:* Aug. 1. *Fee:* \$10; not refundable. *Scholarship application deadline:* Aug. 1.

Contact: William Salmeri, Admissions Office, Southern Vermont College, Bennington, VT 05201. (802) 442-5427.

459 SUOMI COLLEGE**BUSINESS ADMINISTRATION**

Specialization: Principles of management, economics, business law, business communications, and field work in business.

Dates: One year: classes begin Sept. and Jan.

Instruction: *Location* Hancock, Michigan: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, language labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1982; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. A foreign student counselor/adviser is available for tutorial assistance and informal counseling. 30 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: \$8,500 for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Director of Admissions, Suomi College, Hancock, MI 49930. (906) 482-5300.

460 SYRACUSE UNIVERSITY

Specialization: Independent study degree programs available in master of business administration and bachelor of business administration. Must be in residence for the first week of each semester.

Dates: • Semesters begin Aug., Jan., and May.

Instruction: *Location* Syracuse, New York: on campus. *Methods* lectures, discussion groups, case studies, "hands-on" training, independent study/research. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1965; program will be offered in 1985. Master's or bachelor's degree upon successful program completion. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants. Names of former participants could be provided upon request.

Eligibility: *Academic* secondary school for bachelor's; bachelor's degree for master's. *Professional* not given. *Language* English proficiency is required. TOEFL: 550. TOEFL scores not required from bachelor's candidates.

Cost: \$128 per credit hour (bachelor's), \$203 per credit hour (master's) for tuition.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Mary Lou Bagdovitz, Syracuse University, Reid Hall, 610 E. Fayette St., Syracuse, NY 13202. (315) 423-3269.

Economics and Finance

461 ECONOMICS INSTITUTE

Specialization: Individualized, specialized programs available in economics, finance, and statistics.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants total: 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* 3 to 10 years' experience preferred.

Language: English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

462 KELLER GRADUATE SCHOOL OF MANAGEMENT

Specialization: Master's of business administration in finance.

Dates: One year: classes begin Sept., Nov., Feb., April, and June.

Instruction: *Location* Chicago, Illinois: on campus. *Methods* lectures, discussion groups, case studies. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1973; program will be offered in 1985. Master's degree upon minimum 2.5 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$7,360 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Director of Admissions, Keller Graduate School of Management, 10 S. Riverside Plaza, Suite 2124, Chicago, IL 60606. (312) 454-0880.

463 NEW YORK UNIVERSITY

ADVANCED CERTIFICATE IN APPLIED ECONOMIC ANALYSIS

Specialization: Six courses in specialized area to be chosen from labor relations, economic development and planning, industry analysis or international economics.

Dates: Nine months: classes begin Sept. and Feb.

Instruction: *Location* New York, New York: on campus. *Methods* lectures, discussion groups, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is not evaluated.

Eligibility: *Academic* master's degree in economics. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: About \$3,600 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$30; not refundable.

Contact: Professor Janusz Ordover, Director, Graduate Studies, New York University, 269 Mercer St., New York, NY 10003. (212) 598-3978. Telex: 235 128 NYU UR.

464 NEW YORK UNIVERSITY**ADVANCED PROFESSIONAL CERTIFICATE**

Specialization: Finance. Designed for those interested in changing their field or updating their training.

Dates: Sept. to Jan. and Feb. to May.

Instruction: *Location* New York, New York: on campus. *Methods* lectures, discussion groups, case studies, computer-assisted instruction. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* master's degree. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,200 for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Roberta Rosenblatt, New York University, Graduate Business School, 100 Trinity Pl., New York, NY 10006. (212) 285-6250.

465 PACE UNIVERSITY

Specialization: Programs available in business economics, corporate economic planning, and financial management. Programs can be tailored to suit individual needs.

Dates: Sept. to June; summer session available.

Instruction: *Location* New York or White Plains, New York: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club are available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$6,900 per semester inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable. *Scholarship application deadline* with admissions application.

Contact: R. Fennekohl, Graduate Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1720.

466 PENNSYLVANIA STATE UNIVERSITY**FINANCIAL KNOWLEDGE
FOR EXECUTIVES**

Specialization: Investigates corporate financial objectives, capital markets, capital budgeting, sources and uses of funds, profit planning and control, working capital management, and financial strategies.

Dates: April 8 to April 20 and April 21 to May 3.

Instruction: *Location* University Park, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* none. *Professional* eight years' managerial experience. *Language* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline* early registration suggested. *Fee* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, The Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

467 UNIVERSITY OF PITTSBURGH

GOVERNMENT BUDGETING AND FINANCIAL MANAGEMENT

Specialization: Recent developments in budgeting and financial management; analysis and impact of budget documents on policy making.

Dates: March 4 to April 26.

Instruction: *Location* Pittsburgh, Pennsylvania; on campus; at work sites. *Methods* lectures, discussion groups, case studies, field trips. *By* university faculty, government budget specialists.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training may be a program component; participants would not be paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for orientation and social activities. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* middle or top management. *Language* English proficiency on intermediate level is required.

Cost: \$4,500 for tuition, books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Jan. 5. *Fee* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 3J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

English for Business

468 ECONOMICS INSTITUTE

Specialization: English preparation and related economics and business course offerings. Programs are individualized.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: New Program. Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants total in short-term programs; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* three to ten years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,289 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

469 EL PASO COMMUNITY COLLEGE

OFFICE CLERK

Specialization: Typing, computational, and vocabulary skills for general office work.

Dates: Sept. to May.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$1,200 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

470 INTENSIVE ENGLISH LANGUAGE INSTITUTE

Specialization: Custom-designed professional development English for business programs.

Dates: To be arranged under contract.

Instruction: *Location* Denton, Texas: on campus. *Methods* lectures, discussion groups, case studies, field trips, computer-assisted instruction, language labs, independent study/research. Initial orientation available in a variety of languages. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training is an optional program component. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and orientation. Social activities available. 25 participants; 10% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* one to two years' experience preferred. *Language* English proficiency on intermediate level is required. TOEFL: 500 or CELT: 321.

Cost: Varies.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Ali Omar, Intensive English Language Institute, NTSU Box 5416, Denton, TX 76203. (817) 565-4128.

471 ARTHUR D. LITTLE MANAGEMENT EDUCATION INSTITUTE SCHOOL FOR INTERNATIONAL TRAINING

Specialization: Intensive English and management skills training seminar.

Dates: May 7 to July 13.

Instruction: *Location* first eight weeks at school in Brattleboro, Vermont; last two weeks at institute in Cambridge, Massachusetts. *Methods* lectures, discussion groups, field trips, language labs. *By* members of both faculties, professional guest speakers/lecturers.

Highlights: New Program. Sponsors have offered short-term programs since 1968; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa

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are not eligible to enroll. A foreign student counselor/adviser is available for counseling. Recreational activities available. 24 participants.

Eligibility: *Academic* bachelor's degree. *Professional* two years' managerial experience or company recommendation. *Language* English proficiency on intermediate level is preferred. TOEFL: 450.

Cost: \$4,193 for tuition, books, housing, health insurance, meals for eight weeks.

Housing: In dormitories (first eight weeks), hotels (last two weeks).

Application: *Deadline* April 6. *Fee* \$150; refundable.

Contact: Barbara Williams, Admissions Coordinator, School for International Training, Brattleboro, VT 05301. (802) 257-7751. *Cable:* Experiment, Brattleboro, Vermont. *Telex:* TWX 710-3636774 EXPR.

472 OUR LADY OF VICTORY SECRETARIAL SCHOOL

Specialization: Executive secretarial skills combined with ESL instruction.

Dates: Sept. to June.

Instruction: *Location* Plattsburgh, New York; at school. *Methods* lectures, discussion groups, trips, "hands-on" training, language labs. *By* not given.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 15 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$4,150 inclusive.

Housing: In dormitories.

Application: *Deadline* Aug. 15. *Fee* \$25; not refundable.

Contact: Director of Admissions, Our Lady of Victory Secretarial School, 146 S. Catherine St., Plattsburgh, NY 12901-3697. (518) 563-0851.

473 POINT PARK COLLEGE

Specialization: Individualized progress programs available in Computer Science, International Business, and Management and Business combined with pertinent English skills.

Dates: Sept. 6 to Dec. 22, Jan. 9 to April 26, and May 6 to Aug. 7.

Instruction: *Location* Pittsburgh, Pennsylvania; on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, language labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1980; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, immigration advising, and orientation. 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* not given. *Professional* none. *Language* English proficiency on intermediate level is preferred. TOEFL: 350.

Cost: \$1,200 for tuition, books.

Housing: In dormitories (limited availability).

Application: *Deadline* six weeks prior. *Fee* \$30; not refundable.

Contact: Director, International Student Affairs Center, Point Park College, 201 Wood St., 110 Academic Hall, Pittsburgh, PA 15222. (412) 391-4100.

Executive Development

474 ECONOMICS INSTITUTE

Specialization: Management and organization. Individualized programs.

Dates: Jan. 9, March 19 or June 4 to Aug. 14, and Jan. 9, March 19, Aug. 27 or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants total; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* three to ten years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

475 MANAGEMENT-COMMUNICATION ASSOCIATES

Specialization: Management and communications skills seminar focusing on adapting, introducing, and effectively implementing training acquired abroad.

Dates: June 17-27, Kansas City, Missouri; July 1-11, San Francisco, California; July 29-Aug. 8, Chicago, Illinois; Aug. 19-29, Niagara Falls, New York; Dec. 14-24, San Diego, California; Dec. 26 to Jan. 6, Albuquerque, New Mexico; Dec. 26 to Jan. 6, Washington, D.C.

Instruction: *Location* see dates; at conference sites. *Methods* lectures, discussion groups, case studies. Instruction in Spanish may be available at San Diego conference site. *By* faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. Referral and intervention services available. 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$660 for tuition, books.

Housing: In hotels.

Application: *Deadline* none. *Fee* none.

Contact: Management-Communication Associates, P.O. Box 366, East Lansing, MI 48823. (517) 337-7507.

476 PENNSYLVANIA STATE UNIVERSITY

EXECUTIVE MANAGEMENT

Specialization: Investigates general management, functional management and external environment from a corporate perspective. Special features include personal computer lab and executive health maintenance program.

Dates: Jan. 13 to Feb. 8 and July 8 to Aug. 3.

Instruction: *Location* University Park, Pennsylvania; on campus. *Methods* lectures, discussion groups, case studies, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. All staff assist participating foreign nationals. 46 participants total; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* none. *Professional* eight years' experience; senior management. *Language* English proficiency is required.

Cost: \$5,800 inclusive.

Housing: In hotels.

Application: *Deadline* early registration suggested. *Fee* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

477 PENNSYLVANIA STATE UNIVERSITY

MANAGEMENT OF MANAGERS

Specialization: Investigates role of managers in corporate strategy, human resource development, organizational structure and processes, and managing organizational change and development.

Dates: April 1 to April 13 and April 14 to April 26.

Instruction: *Location* University Park, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. All staff assist participating foreign nationals. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* none. *Professional* eight years' experience; senior and upper middle management. *Language* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline* early registration suggested. *Fee* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

478 PENNSYLVANIA STATE UNIVERSITY

PHYSICAL DISTRIBUTION AND MATERIALS MANAGEMENT

Specialization: Addresses strategic distribution and materials management plans, quantitative tools of distribution systems, opportunities in transportation, marketing and customer service strategies, and trends in warehousing.

Dates: Feb. 17 to March 1.

Instruction: *Location* University Park, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. All staff assist participating foreign nationals. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* none. *Professional* eight years' managerial experience in relevant field. *Language* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline* early registration suggested. *Fee* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

479 PENNSYLVANIA STATE UNIVERSITY**PRODUCTION MANAGEMENT**

Specialization: Production planning and control, materials management, systems management, product and process innovations, and financial planning and control.

Dates: March 3 to March 15, Sept. 29 to Oct. 11, and Oct. 7 to Oct. 19.

Instruction: Location University Park, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, independent study/research. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. All staff assist participating foreign nationals. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic none. *Professional:* eight years' managerial experience in manufacturing production. *Language:* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline:* early registration suggested. *Fee:* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

480 PENNSYLVANIA STATE UNIVERSITY**STRATEGIC PURCHASING
MANAGEMENT**

Specialization: Addresses purchasing trends, integration of purchasing with corporate strategy, inventory control, transportation service and savings, vendor marketing and pricing strategies, and financial planning and control.

Dates: March 10 to March 22.

Instruction: Location University Park, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, independent study/research. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. All staff assist participating foreign nationals. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic none. *Professional:* eight years' purchasing managerial experience. *Language:* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline:* early registration suggested. *Fee:* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

481 UNIVERSITY OF PITTSBURGH**ADMINISTRATIVE
MANAGEMENT INSTITUTE**

Specialization: New concepts and issues in administration, organizational behavior and development, and public policy analysis.

Dates: May 7 to July 13.

Instruction: Location Pittsburgh, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, field trips. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate. Issues IAP-46. Practical training may be a program component at additional cost; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social

activities available. 50 participants; 100% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* middle management. *Language:* English proficiency on advanced level is required.

Cost: \$5,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* March 7. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 5J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

482 UNIVERSITY OF PITTSBURGH

APPLIED DIPLOMA IN ADMINISTRATIVE MANAGEMENT

Specialization: Recent developments in administrative and organizational strategies, decision making, planning tools, and process of interpersonal interaction with an organization. Increased awareness of evaluation and regulation of organizations. Methods of implementing development plans and programs.

Dates: May 7 to Nov. 2.

Instruction: *Location:* Pittsburgh, Pennsylvania; on campus. *Methods:* lectures, discussion groups, case studies, field trips. By university faculty, professional guest speakers/lecturers.

Highlights: New Program. Sponsor has offered short-term programs since 1957; program will be offered in 1985. Diploma. Practical training may be a program component at additional cost; participants are not paid. Issues IAP-56. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social activities available. 20 participants. Program will be evaluated; evaluations will be available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* senior level management. *Language:* English proficiency on advanced level is required.

Cost: \$8,750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* March 7. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 5J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

483 UNIVERSITY OF PITTSBURGH

LEADERSHIP AND ORGANIZATIONAL INNOVATION

Specialization: Leadership skills, communications systems, and strategies for change. Impact of group values, attitudes and motivations upon organizational change and development is examined.

Dates: Oct. 1 to Oct. 26.

Instruction: *Location:* Pittsburgh, Pennsylvania; on campus. *Methods:* lectures, discussion groups, case studies. By university faculty.

Highlights: Sponsor has offered this short-term program since 1964; program will be offered in 1985. Certificate. Practical training may be a program component at additional cost; participants are not paid. Issues IAP-56. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social activities available. 50 participants; 99% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* middle management. *Language:* English proficiency on intermediate level is required.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Aug. 1. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 5J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

484 UNIVERSITY OF PITTSBURGH MANAGEMENT CONSULTING SKILLS

Specialization: Supervised experience in applications of management consulting, analysis of participant's own training needs, and design and evaluation of training programs to meet those needs.

Dates: Sept. 10 to Nov. 2.

Instruction: Location Pittsburgh, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies. *By:* not given.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social activities available. 25 participants; 100% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* middle management. *Language:* English proficiency on intermediate level is preferred.

Cost: \$5,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Aug. 1. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, SJ05 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260 (412) 624-4762. Telex: 812466 or 199126.

485 UNIVERSITY OF PITTSBURGH MANAGEMENT FOR EXECUTIVES

Specialization: Accounting, finance, economics, marketing, planning, international business, behavioral science, and management science for upper middle-level executives.

Dates: 1984: April 1 to May 10 and Sept. 16 to Oct. 25; 1985: April 14 to May 23 and Sept. 15 to Oct. 24.

Instruction: Location Pittsburgh, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, field trips, "hands-on" training. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1949; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 40 participants; 37% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* bachelor's degree preferred. *Professional:* 10 years' managerial experience. *Language:* English proficiency on intermediate level is required.

Cost: \$8,600 inclusive.

Housing: In hotels.

Application: *Deadline:* 10 weeks prior. *Fee:* \$500; refundable.

Contact: P.J. Hickey, University of Pittsburgh, 328 Mervis Hall, Pittsburgh, PA 15260. (412) 624-6424. Telex: 812466.

486 UNIVERSITY OF PITTSBURGH PROJECT PLANNING AND EVALUATION

Specialization: Planning for accelerated growth, needs and financial resource analysis, scheduling and managing, cost benefits, and dealing with risk and uncertainty.

Dates: Feb. 11 to April 5.

Instruction: Location Pittsburgh, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, field trips. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Practical training may be a program component at additional cost; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social activities available. 25 participants; 100% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* not given. *Professional:* middle or senior management. *Language:* English proficiency on intermediate level is preferred.

Cost: \$4,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Jan. 10. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 3J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

487 UNIVERSITY OF TEXAS AT AUSTIN MANAGEMENT DEVELOPMENT

Specialization: Mid-level management program offering computerized simulation games, direct interaction with U.S. business managers, and immersion in U.S. culture.

Dates: April 29 to May 11 and Oct. 14 to Oct. 26.

Instruction: *Location:* Austin, Texas; on campus. *Methods:* lectures, discussion groups, case studies, field trips, "hands-on" training, computer-assisted instruction, independent study/research. By university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 52 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* five years' experience. *Language:* English proficiency on intermediate level is required.

Cost: \$3,000 inclusive.

Housing: In motels.

Application: *Deadline:* two weeks prior. *Fee:* not given.

Contact: Chantal Vesely, Acting Director, University of Texas at Austin, P.O. Box 7337, Austin, TX 78712. (512) 471-5893. Telex: UTINT 910-874-1805.

488 UNIVERSITY OF WISCONSIN COOPERATIVE EDUCATION AND MANAGEMENT SEMINAR

Specialization: Includes three weeks of field work individually planned for participant.

Dates: Aug. 27 to Dec. 14.

Instruction: *Location:* Madison, Wisconsin; on campus; at work site. *Methods:* lectures, discussion groups, case studies, field trips. By college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1962; program will be offered in 1985. Certificate upon completion of field, country reports; seminar paper; and written exam. Practical training is a program component; participants are not paid. Issues 1-20AB, IAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available for counseling and orientation. 50 participants; 97% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* experience in cooperatives preferred. *Language:* English proficiency on intermediate level is required.

Cost: About \$9,355 inclusive. **Scholarship:** None from university. Most participants sponsored by USAID, foreign government, or international organizations.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* July 1; April 30 suggested. *Fee:* none.

Contact: Dr. Howard Whitney, Coordinator, International Training, University Center for Cooperatives, University of Wisconsin, 610 Langdon St., Madison, WI 53705. (608) 262-3251. Cable: UOFWISC MDS. Telex: 265452.

Fashion Merchandising

489 THE BERKELEY SCHOOL

Specialization: Fashion merchandising.

Dates: July to June, Sept. to Sept., Jan. to Dec., and April to March.

Instruction: *Location* various in New York and New Jersey: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1946; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are paid. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and remedial work. 25 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$6,800 for tuition, books; \$11,200 inclusive at White Plains. **Scholarship:** Partial.

Housing: In dormitories at White Plains location. Not provided at other locations; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable. *Scholarship application deadline* two weeks prior.

Contact: Carole L. Burke, The Berkeley School, West Red Oak Lane, White Plains, NY 10604. (914) 694-1122; Vivian Hoglund, The Berkeley School, 405 Lexington Ave., New York, NY 10174. (212) 986-4343; Cynthia C. Marchese, The Berkeley School, 99 N. Broadway, Hicksville, NY 11801. (516) 938-7272; Patricia C. Koch, The Berkeley School, 75 N. Maple Ave., Ridgewood, NJ 07450. (201) 652-0388; or Daniel J. Lane, The Berkeley School, 430 Rahway Ave., Woodbridge, NJ 07095. (201) 750-1800.

490 CHAMBERLAIN SCHOOL OF RETAILING

Specialization: Retailing, interior design, fashion, and business management.

Dates: Sept. to June.

Instruction: *Location* Boston, Massachusetts: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon completing 47 credits and fieldwork assignment. Practical training is a program component. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 50% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,525 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$20; refundable.

Contact: Bertha Termini, Admissions Office, Chamberlain School of Retailing, 90 Marlborough St., Boston, MA 02116. (617) 536-0682.

491 EL PASO COMMUNITY COLLEGE

FASHION BUYING

Specialization: Buying and vending merchandise.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas: on campus. *Methods* "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$1,320 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

492 FASHION CAREERS OF CALIFORNIA

Specialization: Fashion merchandising.

Dates: Sept. to July.

Instruction: *Location* San Diego, California: at school. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 100 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$3,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$50; not refundable.

Contact: Patricia O'Connor, Fashion Careers of California, 1335 Hotel Circle South # 101, San Diego, CA 92108. (619) 297-1277.

493 FASHION INSTITUTE OF AMERICA

Specialization: Retail merchandising including interior design, fashion illustration, and clothing and textiles.

Dates: Sept. to June.

Instruction: *Location* Southfield, Michigan: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants may be paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 150 participants; 20% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$1,999 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* none.

Contact: Diane E. Solomon, Fashion Institute of America, 20755 Greenfield, Suite 607, Southfield, MI 48075. (313) 559-9733.

494 LOWTHIAN COLLEGE

Specialization: Fashion merchandising.

Dates: Jan. to Sept., April to Dec., July to March, and Oct. to June.

Instruction: *Location* Minneapolis, Minnesota: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate upon completing 36 credits. Practical training is a program component; participants are paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 250 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$3,950 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 30 days prior. *Fee* \$35; not refundable.

Contact: Audrey Harrison, Lowthian College, 84 S. 10 St., Minneapolis, MN 55403. (612) 332-3361.

495 MIDDLE GEORGIA COLLEGE

FASHION MERCHANDISING

Specialization: Marketing, sales promotion, art structure, and introduction to clothing.

Dates: One year: classes begin Sept. 17, Jan. 2, March 21, and June 19.

Instruction: *Location* Cochran, Georgia: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, computer-assisted instruction, labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1932; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,571 for tuition, meals, housing. **Scholarship:** Full, partial.

Housing: In dormitories.

Application: *Deadline* 20 days prior. *Fee* \$5; not refundable. *Scholarship application deadline* 60 days prior.

Contact: Dr. James L. Keenen, Director of Admissions and Registrar, Middle Georgia College, Cochran, GA 31014. (912) 934-6221.

496 PLAZA THREE ACADEMY

Specialization: Career modeling.

Dates: Six months: classes begin every two months.

Instruction: *Location* Phoenix or Tucson, Arizona: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance.

Practical training is a program component; participants are not paid. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 63 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Reading and Language Evaluation Exam: 50%.

Cost: \$3,995 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* none.

Contact: Peter Houle, Director of Admissions, Plaza Three Academy, 4343 N. 16 St., Phoenix, AZ 85016. (602) 264-9703.

497 PLAZA THREE ACADEMY

Specialization: Fashion merchandising.

Dates: One year: classes begin every two months.

Instruction: *Location* Phoenix or Tucson, Arizona: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon minimum 2.0 grade point average; 85% attendance. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 140 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Reading and Language Evaluation Exam: 50%.

Cost: \$5,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* none.

Contact: Peter Houle, Director of Admissions, Plaza Three Academy, 4343 N. 16 St., Phoenix, AZ 85016. (602) 264-9703.

498 RAY-VOGUE COLLEGE OF DESIGN

Specialization: Fashion merchandising, store and boutique management, promotion, display, and modeling.

Dates: June to March and Sept. to June.

Instruction: *Location* Chicago, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1916; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 6% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: About \$8,100 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$50; not refundable.

Contact: Jerry Molepske, Ray-Vogue College of Design, 664 N. Michigan Ave., Chicago, IL 60611. (312) 280-3500.

499 STRATTON COLLEGE**FASHION SALES**

Specialization: Fashion merchandising and general business skills.

Dates: One year: classes begin Oct., Jan., April, and July.

Instruction: *Location* Milwaukee, Wisconsin: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$5,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25.

Contact: Russell Raettig, Director of Admissions, Stratton College, 1300 N. Jackson St., Milwaukee, WI 53202. (414) 276-5200.

500 STUDIO SEVEN FASHION CAREER COLLEGE

Specialization: Fashion merchandising. Small classes. Interaction with leaders in fashion industry.

Dates: Nine months: classes begin every nine weeks.

Instruction: *Location* Covina, California: on campus; at professional work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Diploma upon minimum C grade average. A foreign student counselor/adviser is available. 300 participants per year; 5% total foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school or pass admissions test. *Professional* some fashion experience preferred. *Language* English proficiency on intermediate level is required.

Cost: \$4,947 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$52; refundable.

Contact: Leslie Stevenson, Studio Seven Fashion Career College, 261 E. Rowland, Covina, CA 91723. (213) 331-6351.

**501 MISS WADE'S FASHION
MERCHANDISING COLLEGE****FASHION AND DESIGN**

Specialization: Fashion design, interior design, merchandising, and wholesale/retail practicum.

Dates: One year: classes begin Jan., March, June, and Sept.

Instruction: *Location* Dallas, Texas: at school; work site. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate upon completing 94 quarter credit hours. Practical training is a program component; participants are paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 400 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$12,100 inclusive.

Housing: In apartments.

Application: *Deadline* open.

Contact: Charles Restivo, Director of Admissions, Miss Wade's Fashion Merchandising College, P.O. Box 586346, Dallas, TX 75258. (214) 637-3530.

Hotel and Restaurant Management

502 CANNON'S INTERNATIONAL BUSINESS COLLEGE OF HONOLULU

Specialization: Programs available in hotel front office procedures (three quarters) and hotel management (four quarters).

Dates: Classes begin Jan., March, July, and Sept.

Instruction: *Location* Honolulu, Hawaii: on campus. *Methods* lectures, discussion groups, individualized instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred. TOEFL: 500.

Cost: \$850 per quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Richard S.K. Young, Cannon's International Business College of Honolulu, 33 S. King St., Honolulu, HI 96813. (808) 521-5333.

503 CULINARY INSTITUTE OF AMERICA

Specialization: One week devoted to each component—professional cook's skill development, American regional cuisine, baking and pastry, fish and shellfish, advanced culinary methods and skills, and buffet catering.

Dates: Six weeks: classes begin July 26, Sept. 12, Oct. 31, Jan. 3, Feb. 13, and March 26.

Instruction: *Location* Hyde Park, New York: at institute. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* institute faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1946; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* none. *Professional* two years' food service experience. *Language* English proficiency on intermediate level is required.

Cost: \$1,950 for tuition, meals.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Noble Masi, Culinary Institute of America, Hyde Park, NY 12538. (914) 452-9600, ext. 212.

504 INDIANA VOCATIONAL TECHNICAL COLLEGE

FOOD SERVICE TECHNOLOGY

Specialization: Volume food preparation and service, nutrition, food and beverage management, purchasing, finance, and communications.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Practical training is a program component. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

505 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Food preparation and service.

Dates: Nine months: classes begin monthly.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. I-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL program is available. 18 participants; 15% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. John Test: 50.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$25; refundable if not accepted.

Contact: Donna Portnoy, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

506 ORLEANS TECHNICAL INSTITUTE FOOD PREPARATION AND SERVICE

Specialization: Cooking and baking in quantity, nutrition and special diets, menu planning, and food service.

Dates: Open enrollment.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

507 PARKLAND COLLEGE

FOOD SERVICE MANAGEMENT CERTIFICATE

Specialization: Prepares students for various positions in the restaurant, catering, and institutional food service field. Quantity food preparation and supervision.

Dates: Aug. to June.

Instruction: *Location* Champaign, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 32 semester hours. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

508 PAUL SMITH'S COLLEGE OF ARTS AND SCIENCES

Specialization: Hotel and restaurant management. Designed for students with an academic degree in another field and some experience in hospitality industry.

Dates: Sept. 1 to Aug. 31, Jan. 2 to Dec. 31, and May 1 to April 30.

Instruction: *Location* Paul Smiths, New York: at college's hotel and restaurant. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 2% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic* associate's degree preferred. *Professional* one year's hospitality experience preferred. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$14,000 inclusive.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Director of Admissions, Paul Smith's College of Arts and Sciences, Paul Smiths, NY 12970. (518) 327-6227.

509 THE RESTAURANT SCHOOL

Specialization: Baking and pastry work.

Dates: 25 weeks: eight starting dates per year.

Instruction: Location Philadelphia, Pennsylvania; at school; work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1974; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,900 for tuition. **Scholarship:** Full.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline not given. *Fee* \$25; refundable. *Scholarship application deadline* not given.

Contact: Office of Admissions, The Restaurant School, 2129 Walnut St., Philadelphia, PA 19103. (215) 561-3446.

510 THE RESTAURANT SCHOOL

Specialization: Chef training.

Dates: 34 weeks: eight starting dates per year.

Instruction: Location Philadelphia, Pennsylvania; at school; work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1974; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$5,900 for tuition. **Scholarship:** Full.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline not given. *Fee* \$25; refundable. *Scholarship application deadline* not given.

Contact: Office of Admissions, The Restaurant School, 2129 Walnut St., Philadelphia, PA 19103. (215) 561-3446.

511 THE RESTAURANT SCHOOL

Specialization: Restaurant management including the study of culinary arts, service, and wines and bartending.

Dates: 40 weeks: eight starting dates per year.

Instruction: Location Philadelphia, Pennsylvania; at school; work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1974; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$5,200 for tuition. **Scholarship:** Full.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; refundable. *Scholarship application deadline* not given.

Contact: Office of Admissions, The Restaurant School, 2129 Walnut St., Philadelphia, PA 19103. (215) 561-3446.

512 SHELBY STATE COMMUNITY COLLEGE

Specialization: Dietetics and food service.

Dates: Aug. to June.

Instruction: *Location* Memphis, Tennessee: on campus; at work site. *Methods* lectures, case studies, individualized instruction, "hands-on" training, labs. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 1. *Fee* \$5; not refundable.

Contact: John Terry, International Student Advisor, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

Human Resources and Personnel Management

513 ARAPAHOE COMMUNITY COLLEGE

HUMAN RESOURCE DEVELOPMENT AND TRAINING

Specialization: Assessing and meeting employee training needs in business and industry.

Dates: Sept. to Aug.

Instruction: *Location* Littleton, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completing 48 semester credits. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and orientation. 24 participants; 98% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* two years' experience. *Language* English proficiency on advanced level is required. TOEFL: 485 or Univ. of Michigan Test: 75.

Cost: \$5,031.35 for books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* May 1. *Fee* not given.

Contact: James W. Tisdale, Coordinator, Human Resource Development/Training, Arapahoe Community College, 5900 S. Sante Fe Dr., Littleton, CO 80120. (303) 797-5619.

514 EDISON COMMUNITY COLLEGE**HUMAN SERVICES**

Specialization: General coursework with electives to suit individual interests.

Dates: Aug. 22 to June 30.

Instruction: Location Fort Myers, Florida: on campus. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction is available. Limited access; no foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency is required. TOEFL.

Cost: \$42 per credit for tuition. **Scholarship:** On competitive basis with all students.

Housing: Not provided.

Application: *Deadline:* July 15. *For:* none. *Scholarship application deadline:* July 1.

Contact: Joe Roof, Director of Admissions and Records, Edison Community College, Fort Myers, FL 33907. (813) 489-9360.

515 PENNSYLVANIA STATE UNIVERSITY**HUMAN RESOURCES
MANAGEMENT**

Specialization: Investigates interrelationship of corporate and human resources strategies, organizational development and the management of change, and managerial career planning and development.

Dates: Sept. 9 to Sept. 21 and Nov. 3 to Nov. 15.

Instruction: Location University Park, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, independent study/research. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. All staff assist participating foreign nationals. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* none. *Professional:* eight years' managerial experience in human resources. *Language:* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline:* none. *For:* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Tele: 510-670-3532.

516 UNIVERSITY OF PITTSBURGH**PERSONNEL MANAGEMENT**

Specialization: Recent developments in field, impact on organizational structure, and tools for development and motivation of employees.

Dates: Oct. 15 to Dec. 7.

Instruction: Location Pittsburgh, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, field trips. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate. Practical training may be a program component at additional cost; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social activities available. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* background in personnel management. *Language:* English proficiency on intermediate level is required.

Cost: \$4,000 for tuition, books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Aug. 31. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 3105 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

517 UNIVERSITY OF PITTSBURGH

TRAIN THE TRAINERS

Specialization: Current developments in the training field, enhancement of practical skills, and assistance in developing training programs to suit participants' needs.

Dates: April 30 to June 22.

Instruction: *Location:* Pittsburgh, Pennsylvania: on campus; at work site. *Methods:* lectures, discussion groups, case studies, field trips, "hands-on" training. *By:* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social activities available. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* middle management. *Language:* English proficiency on advanced level is required. TOEFL.

Cost: \$4,500 for tuition, books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* not given. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 3105 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

518 UNIVERSITY OF PITTSBURGH

WAGE, SALARY AND PENSION ADMINISTRATION

Specialization: Restructuring job designs and descriptions to meet organizational needs, work incentives, job performance appraisals, matching job work to salary level, and development of base pay structure in order to enhance work performance.

Dates: April 2 to May 11.

Instruction: *Location:* Pittsburgh, Pennsylvania: on campus. *Methods:* lectures, discussion groups, case studies, field trips. *By:* not given.

Highlights: Sponsor has offered short-term programs since 1957; program will be offered in 1985. Certificate. Practical training may be a program component at additional cost; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling. Social activities available. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* none. *Professional:* middle management. *Language:* English proficiency on intermediate level is required.

Cost: \$4,000 for tuition, books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Feb. *Fee:* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, ITOD, 3105 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

519 WORLD TRADE INSTITUTE MANAGEMENT SKILLS DEVELOPMENT

Specialization: Human resource management, leadership skills, performance appraisal, time management, selection interviewing, and team building.

Dates: June 11 to June 22 and Sept. 24 to Oct. 5.

Instruction: Location New York, New York: at institute. Methods: lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. By professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: not given. Language: English proficiency on advanced level is required.

Cost: \$2,500.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline two weeks prior. Fee \$200.

Contact: Vincent Seghor, Manager, International Training, World Trade Institute, One World Trade Center (55W), New York, NY 11201. (212) 466-3175. Cable: WORLD TRADE NEW YORK. Telex: 427346 NYANONJ.

International Business

520 AMERICAN GRADUATE SCHOOL OF INTERNATIONAL MANAGEMENT**INTERCOM**

Specialization: Full range of executive development programs. Customized to suit participants' needs. Offers cross-cultural training and programs in all disciplines of international business.

Dates: One day to eight months. To be arranged by contract.

Instruction: Location Glendale, Arizona: at school; professional work site. Methods: lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, language labs, independent study/research. By school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1948; program will be offered in 1985. Diploma in management studies. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for orientation. Cultural and language clubs available. 8 language, 20-25 management participants; 25-100% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: per client arrangement and needs.

Cost: Varies.

Housing: In dormitories, apartments, furnished rooms, hotels.

Application: Deadline 30 days prior. Fee none.

Contact: C. Wolkott Parker, Director, INTERCOM, American Graduate School of International Management, Glendale, AZ 85306. (602) 978-7115. Telex: 187123 AGSIM GLDL.

521 CALIFORNIA STATE UNIVERSITY**INTERNATIONAL BUSINESS**

Specialization: Investing in the U.S., operating a business in the U.S., and exporting to the U.S. Designed for those who plan to engage in business with U.S. companies.

Dates: Sept. 10 to Nov. 16 and Feb. 23 to May 10.

Instruction: Location Northridge, California: on campus. Methods: lectures, field trips. By university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible

to enroll. A foreign student counselor/adviser is available. 100 participants; 100% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.

Cost: \$1,500 for tuition, books.

Housing: In dormitories.

Application: *Deadline* one month prior. *Fee* \$175; not refundable.

Contact: California State University, Northridge, ESL/International Students Programs, ADM 302, Northridge, CA 91330. (818) 885-3923. Telex: 469175.

522 ARTHUR D. LITTLE MANAGEMENT EDUCATION INSTITUTE

MASTER OF SCIENCE IN MANAGEMENT

Specialization: Concentrations in international business and economic and industrial development.

Dates: Aug. 27 to Aug. 1.

Instruction: *Location* Cambridge, Massachusetts: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips. *By* institute faculty, practicing consultants.

Highlights: Sponsor has offered this short-term program since 1964; program will be offered in 1985. Master's degree upon minimum 2.7 grade point average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and orientation. Host family program and social activities available. 95% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants under special circumstances.

Eligibility: *Academic* bachelor's degree. *Professional* three to five years' managerial experience preferred. *Language* English proficiency on intermediate level is required. TOEFL: 500. (Testing usually not required.)

Cost: \$15,120 for tuition, books, field trip, fees. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none. *Scholarship application deadline* not given.

Contact: Judith H. Francis, Admissions Coordinator & Registrar, Arthur D. Little Management Education Institute, 35 Acorn Park, Cambridge, MA 02140. (617) 864-5657. Telex: 921436.

523 NEW YORK UNIVERSITY

EXCHANGE

Specialization: International finance. Visits to major New York banks, corporations, and exchanges for direct exposure to markets, decision-makers and financial advisory services. A joint program of New York University and European Institute for Business Administration (INSEAD).

Dates: Nov. 4 to Nov. 16 in New York; two weeks in May at INSEAD in France.

Instruction: *Location* New York, New York: on campus; at conference center. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* university faculty, professional guest speakers/lecturers.

Highlights: New Program. Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 50 participants.

Eligibility: *Academic* none. *Professional* 15 years' corporate experience. *Language* English proficiency on advanced level is required.

Cost: \$3,000 for tuition, books.

Housing: In hotels.

Application: *Deadline* Sept. 1. *Fee* not given.

Contact: Patricia L. Jobling, Director, Executive Programs, New York University, Graduate School of Business Administration, 100 Trinity Pl., New York, NY 10006. (212) 285-6001. Telex: 235128 NYU UR.

524 NEW YORK UNIVERSITY**PROBE**

Specialization: Business strategy with a global focus and emphasis on implementation. On-the-job applications are stressed.

Dates: Oct. 14 to Oct. 26.

Instruction: *Location* New York, New York: on campus; at conference center. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* university faculty, professional guest speakers/lecturers.

Highlights: New Program. Program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 50 participants.

Eligibility: *Academic* none. *Professional* 15 years' corporate experience. *Language* English proficiency on advanced level is required.

Cost: \$5,965 inclusive.

Housing: In hotels.

Application: *Deadline* Aug. 1. *Fee* not given.

Contact: Patricia L. Jobling, Director, Executive Programs, New York University, Graduate School of Business Administration, 100 Trinity Pl., New York, NY 10006. (212) 285-6001. Telex: 235128 NYU UR.

525 PACE UNIVERSITY

Specialization: International business. Can be tailored to suit individual needs.

Dates: Nine months: classes begin Sept., Jan., May, June, and July.

Instruction: *Location* New York or White Plains, New York: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. *Issues* I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$6,900 per semester inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable. *Scholarship application deadline* with admissions application.

Contact: R. Fennekohl, Graduate Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1720.

526 PACE UNIVERSITY

Specialization: International marketing. Possibility of cooperative education/work-study.

Dates: Nine months: classes begin Sept., Jan., May, June, and July.

Instruction: *Location* White Plains or Pleasantville, New York: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. *Issues* I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Admissions Office, Pace University, 78 N. Broadway, White Plains, NY 10603. (914) 681-4074 or Admissions Office, Pace University, Bedford Rd., Pleasantville, NY 10570. (914) 769-3246.

527 PACE UNIVERSITY

Specialization: International marketing management. Possibility of cooperative education/work-study.

Dates: Nine months: classes begin Sept., Jan., May, June, and July.

Instruction: *Location* New York, New York: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1323.

528 SYRACUSE UNIVERSITY

FINANCIAL AND PROJECT MANAGEMENT FOR INTERNATIONAL EXECUTIVES

Specialization: Includes observational visits and attendance at professional association meetings.

Dates: Four-week components; may attend full 12-week program or any of the components: Aug. 27 to Sept. 21, Sept. 24 to Oct. 19, and/or Oct. 22 to Nov. 16.

Instruction: *Location* Syracuse, New York: on campus. *Methods* lectures, discussion groups, case studies, field trips. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration, insurance, and academic and personal counseling. 35 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* two to five years' experience in financial management. *Language* English proficiency on advanced level is required.

Cost: \$2,500 (four weeks), \$3,675 (eight weeks), \$5,100 (12 weeks) for tuition, books, professional dinner meetings. **Scholarship:** Partial.

Housing: In apartments, furnished rooms.

Application: *Deadline* Aug. 1 or one-month prior to desired component. *Fee* \$25; not refundable. *Scholarship application deadline* not given.

Contact: Dr. William K. Phipps, Director, Int'l. Management Development Dept., Syracuse University, 105 Roney Lane, Syracuse, NY 13210. (315) 423-3116. Cable: IMDELSU.

529 SYRACUSE UNIVERSITY

MANAGEMENT DYNAMICS FOR
INTERNATIONAL EXECUTIVES

Specialization: Three components. Financial operations including accounting, finance and related quantitative controls, and decision making; operations management including industrial, marketing, and human resource management; and multinational enterprise operations.

Dates: Two-week components; may attend full six-week program or any of the components: May 14 to May 25, May 28 to June 8, and/or June 11 to June 22.

Instruction: *Location* Syracuse and Blue Mountain Lake, New York: on campus, at conference center. *Methods* lectures, discussion groups, case studies, field trips. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration, insurance, academic and personal counseling. 35 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* two to five years' experience; middle management. *Language* English proficiency on advanced level is required.

Cost: \$1,300 (two weeks), \$2,500 (four weeks), \$3,400 (six weeks) for tuition, books, professional dinner meetings. **Scholarship:** Partial.

Housing: In apartments, furnished rooms.

Application: *Deadline* April 15 or one month prior to desired component. *Fee* \$25; not refundable. *Scholarship application deadline* not given.

Contact: Dr. William K. Phipps, Director, Int'l. Management Development Dept., Syracuse University, 105 Roney Lane, Syracuse, NY 13210. (315) 423-3116. Cable: IMDELSU.

530 UNIVERSITY OF ILLINOIS

PEATA

Specialization: International business program for managers and economists from Japan. Two hundred course offerings in accountancy, finance, business administration and economics.

Dates: June to May. (June 1 to Aug. 3 optional ESL program).

Instruction: *Location* Urbana, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, language labs. Independent study/research, computer-assisted instruction are optional. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on visitor for business visa are eligible to enroll. A foreign student counselor/adviser is available for counseling. 25 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree with minimum B grade average. *Professional* five years' experience. *Language* English proficiency is required. TOEFL: 520 required to skip ESL component.

Cost: About \$14,000 for tuition, health insurance, meals, housing, (summer only).

Housing: In dormitories (summer only). Sponsor does assist in locating housing for fall and spring.

Application: *Deadline* March 1. *Fee* not given.

Contact: Michele Shoresman, Executive Development Center, University of Illinois, 205 David Kinley Hall, 1407 W. Gregory Dr., Urbana, IL 61801. (217) 333-4552. Telex: 910-245-2434, Attn: EDC, 205 DKH.

531 UNIVERSITY OF ILLINOIS

PROGRAM FOR
INTERNATIONAL MANAGERS (IPM)

Specialization: Management development program for managers from abroad, with the exception of Japan. Two hundred course offerings in accountancy, finance, business administration, and economics.

Dates: June to May. (June 1 to Aug. 3 optional ESL program.)

Instruction: *Location* Urbana, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, language labs. Independent study/research, computer-assisted instruction are optional. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on visitor for business visa are eligible to enroll. A foreign student counselor/adviser is available for counseling. 25 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree with minimum B grade average. *Professional* not given. *Language* English proficiency is required. TOEFL: 520 required to skip ESL component.

Cost: About \$12,950 for tuition, health insurance, meals, housing (summer only).

Housing: In dormitories (summer only). Sponsor does assist in locating housing for fall and spring.

Application: *Deadline* March 1. *Fee* not given.

Contact: Michele Shoresman, Executive Development Center, University of Illinois, 205 David Kinley Hall, 1407 W. Gregory Dr., Urbana, IL 61801. (217) 333-4552. Telex: 910-245-2434, Attn: EDC, 205 DKH.

532 UNIVERSITY OF MIAMI

INTERBAN

Specialization: Seminar on international banking for Latin American bank executives.

Dates: Sept. 24 to Oct. 5

Instruction: *Location* Coral Gables, Florida: on campus. *Methods* lectures, discussion groups, case studies. Instruction in Spanish only. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 35 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* none. *Professional* bank office/executive. *Language* Spanish.

Cost: \$1,000 for tuition, books, meals.

Housing: In hotels.

Application: *Deadline* Sept. 1. *Fee* none.

Contact: Robert Grosse or Duane Kujawa, International Business & Banking Institute, University of Miami, P.O. Box 248123, Coral Gables, FL 33134. (305) 284-5484. Telex: 51-9351.

533 UNIVERSITY OF SOUTHERN CALIFORNIA

IBEAR MBA PROGRAM

Specialization: International Business Education and Research (IBEAR) master's of business administration program. Participants complete a research paper relevant to their sponsoring firm or government agency. Field trips to industry and financial institutions.

Dates: Aug. to Aug.

Instruction: *Location* Los Angeles, California: on campus. *Methods* lectures, discussion groups, case studies, field trips, computer-assisted instruction, language labs, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Master's degree upon minimum 2.85 grade point average and completion

of research project. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 36 participants; 95% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants. List of past participants available upon request.

Eligibility: *Academic* bachelor's degree, GMAT scores. *Professional* two years' experience and company sponsorship required. *Language* English proficiency is required. TOEFL: 550.

Cost: \$18,000 for tuition, special activities.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* March 1. *Fee* \$35; not refundable.

Contact: Grace Kim, Admissions Coordinator, IBEAR Program, Graduate School of Business Administration, University of Southern California, Bridge Hall, Rm. 200, Los Angeles, CA 90089-1421. (213) 743-2272. Telex: 674803 UNIVSICAL USA.

534 WORLD TRADE INSTITUTE

EXPORT MARKET ENTRY STRATEGIES

Specialization: Designed for business executives and government officials interested in exporting to United States and other industrial nations.

Dates: March 12-23, April 30 to May 21, and Sept. 10-21.

Instruction: *Location* New York, New York: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* professional speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$2,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$200.

Contact: Vincent Seglior, Manager, International Training, World Trade Institute, One World Trade Center (55W), New York, NY 11201. (212) 466-3175. Cable: WORLD TRADE NEW YORK. Telex: 427346 NYANONJ.

535 WORLD TRADE INSTITUTE

INT'L PURCHASING, PROCUREMENT, AND STORES MANAGEMENT

Specialization: Importing, materials management, inventory control, purchasing strategies, and transportation.

Dates: Feb. 13 to March 9, May 21 to June 8, and Oct. 15 to Nov. 2.

Instruction: *Location* New York, New York: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* professional speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$2,500.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$200.

Contact: Vincent Seglior, Manager, International Training, World Trade Institute, One World Trade Center (55W), New York, NY 11201. (212) 466-3175. Cable: WORLD TRADE NEW YORK. Telex: 427346 NYANONJ.

Marketing and Sales

536 ECONOMICS INSTITUTE

Specialization: Marketing. Individualized programs.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 13.

Instruction: *Location* Boulder, Colorado: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants total; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* three to ten years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

537 EL PASO COMMUNITY COLLEGE

MERCHANDISE SPECIALIST

Specialization: Retail management.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, case studies, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal and academic counseling. 15% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 450.

Cost: \$840 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

538 EL PASO COMMUNITY COLLEGE**Specialization:** Retail merchandising.**Dates:** Sept. to May.**Instruction:** *Location* El Paso, Texas: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction. *By* college faculty.**Highlights:** Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal and academic counseling. No foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.**Cost:** \$720 for tuition.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* Aug. 1. *Fee* \$5; not refundable.**Contact:** International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.**539 KELLER GRADUATE SCHOOL OF MANAGEMENT****Specialization:** Master's of business administration in marketing.**Dates:** Sept. to Sept.**Instruction:** *Location* Chicago, Illinois: on campus. *Methods* lectures, discussion groups, case studies. *By* school faculty, professional guest speakers/lecturers.**Highlights:** Sponsor has offered short-term programs since 1973; program will be offered in 1985. Master's degree upon minimum 2.5 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.**Eligibility:** *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.**Cost:** \$7,360 for tuition.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* none. *Fee* none.**Contact:** Director of Admissions, Keller Graduate School of Management, 10 S. Riverside Plaza, Suite 2124, Chicago, IL 60606. (312) 454-0880.**540 McHENRY COUNTY COLLEGE****Specialization:** Retailing.**Dates:** One year.**Instruction:** *Location* Crystal Lake, Illinois: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, language labs, independent study/research. *By* college faculty, professional guest speakers/lecturers.**Highlights:** Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are not available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.**Cost:** \$25 per credit hour for tuition. **Scholarship:** Partial.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* six weeks prior. *Fee* \$3; not refundable. *Scholarship application deadline* none.**Contact:** Mr. John Adelman, McHenry County College, Crystal Lake, IL 60014. (815) 455-3700.

541 NEW YORK UNIVERSITY

ADVANCED PROFESSIONAL CERTIFICATE

Specialization: Marketing. Designed for those interested in changing their field or updating their training.

Dates: Sept. to Jan. and Feb. to May.

Instruction: *Location* New York, New York: on campus. *Methods* lectures, discussion groups, case studies, computer-assisted instruction. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* master's degree. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,200 for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Roberta Rosenblatt, New York University, Graduate Business School, 100 Trinity Pl., (212) 285-6250.

542 NORTHEASTERN JUNIOR COLLEGE

Specialization: Marketing management.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

543 PACE UNIVERSITY

Specialization: Programs available in marketing management and marketing research. Programs can be tailored to suit individual needs.

Dates: Sept. to June.

Instruction: *Location* New York or White Plains, New York: on campus, at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available for ESL programs, International Student Club. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: About \$6,900 per semester inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable. *Scholarship application deadline* open.

Contact: R. Fennekohl, Graduate Admissions Office, Pace University, One Pace Plaza, New York, NY 10038. (212) 488-1720.

544 PENNSYLVANIA STATE UNIVERSITY

INDUSTRIAL MARKETING MANAGEMENT

Specialization: Objectives and strategies, market segmentation, product life cycles and management, pricing policies, and financial planning and control.

Dates: Oct. 21 to Nov. 2 and March 17 to March 29.

Instruction: *Location* University Park, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. A foreign student counselor/adviser is not available. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* none. *Professional* eight years' pertinent managerial experience. *Language* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline* none. *Fee* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

545 PENNSYLVANIA STATE UNIVERSITY INDUSTRIAL SALES MANAGEMENT

Specialization: Sales strategies, pricing policies, leadership, territory management, financial analysis, and forecasting.

Dates: April 28 to May 10.

Instruction: *Location* University Park, Pennsylvania: on campus. *Methods* lectures, discussion groups, case studies, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. A foreign student counselor/adviser is not available. 46 participants; 18% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* none. *Professional* eight years' pertinent managerial experience. *Language* English proficiency is required.

Cost: \$3,250 inclusive.

Housing: In hotels.

Application: *Deadline* none. *Fee* none.

Contact: Dr. Kenneth R. Graham, Director of Executive Programs, College of Business Administration, Pennsylvania State University, 403 Carpenter Bldg., University Park, PA 16802. (814) 865-3435. Telex: 510-670-3532.

546 SHELBY STATE COMMUNITY COLLEGE

MARKETING AND SALES

Specialization: Concentration on various activities and functions in the selling, marketing, retailing, and distributing of goods and services.

Dates: Aug. to June.

Instruction: *Location* Memphis, Tennessee: on campus; at work site. *Methods* lectures, case studies, individualized instruction, "hands-on" training, labs. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is

available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* April 1 and Oct 1. *Fee* \$5; not refundable.

Contact: John Terry, International Student Advisor, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

547 STEVENS HENAGER COLLEGE

Specialization: Marketing and sales.

Dates: One year: classes begin Sept., Jan., March, and July.

Instruction: *Location* Provo, Utah: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs previously; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 4% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,960 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$100; not refundable.

Contact: John L. Montrose, Stevens Henager College, 250 West Center, Provo, UT 84601. (801) 375-5455.

548 UMPQUA COMMUNITY COLLEGE

MERCHANDISING

Specialization: Business law, retailing, salesmanship, business math, principles of office management, and cooperative work experience.

Dates: One year.

Instruction: *Location* Roseburg, Oregon: on campus. *Methods* lectures, field trips. *By* college faculty, professional guest speakers/lecturers.

Highlights: Certificate. Practical training is a program component. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. English language courses available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,160 for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none. *Scholarship application deadline* none.

Contact: Joan Knudtson, Foreign Student Advisor, Umpqua Community College, P.O. Box 967, Roseburg, OR 97470. (503) 440-4604, ext. 646.

Office Administration

549 CARL ALBERT JUNIOR COLLEGE

Specialization: Programs available in Office Administration, which includes business, management, records and word processing courses, and Secretarial Administration which covers bookkeeping, records management, secretarial and word processing skills.

Dates: Aug. 16 to May 10.

Instruction: *Location* Poteau, Oklahoma: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. Professional not given. Language English proficiency is required. TOEFL: 500 or ESL: Level 8.

Cost: About \$7,200 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline Aug. 1. Fee \$20; not refundable.

Contact: Carl C. Hendricks, Carl Albert Junior College, Box 606, Poteau, OK 74953. (918) 647-2124.

550 CHICAGO COLLEGE OF COMMERCE

Specialization: Computer-compatible machine shorthand.

Dates: One year: classes begin Oct., Jan., April, and July.

Instruction: Location Chicago, Illinois: on campus. Methods lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. By college faculty.

Highlights: Sponsor has offered this short-term program since 1950; program will be offered in 1985. Certificate upon completing 48 credits. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and individualized instruction. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency on intermediate level is preferred.

Cost: \$4,100 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline one week prior. Fee \$30; not refundable.

Contact: Sharon Zeman, Chicago College of Commerce, 36 S. Wabash, Chicago, IL 60603. (312) 236-3312.

551 EL PASO COMMUNITY COLLEGE

Specialization: General business.

Dates: Aug. to Aug.

Instruction: Location El Paso, Texas: on campus. Methods lectures, discussion groups, case studies, field trips, individualized instruction. By college faculty.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate upon completing 62 credits. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, immigration, personal and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional not given. Language English proficiency on advanced level is required. TOEFL: 450.

Cost: \$2,520 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline Aug. 1. Fee \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

**552 INDIANA VOCATIONAL
TECHNICAL COLLEGE****SMALL ENTERPRISE/
OFFICE OPERATIONS**

Specialization: Office administration.

Dates: One year; classes begin Sept., Nov., Feb., and May.

Instruction: Location: Richmond, Indiana; at college. *Methods:* lectures, "hands-on" training. *By:* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 48 credit hours. Practical training is a program component; participants are not paid. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic:* none. *Professional:* not given. *Language:* English proficiency on advanced level is required. TOEFL.

Cost: \$996 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* none.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond IN 47374. (317) 966-2656.

553 INTERNATIONAL CAREER INSTITUTE

Specialization: Secretarial skills and word processing.

Dates: Nine months; classes begin monthly.

Instruction: Location: New York, New York; at institute. *Methods:* lectures, "hands-on" training. *By:* institute faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL instruction is available. 500 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is preferred.

Cost: \$2,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* \$25; refundable.

Contact: Irviah Nicks, International Career Institute, 1225 Broadway, New York, NY 10001. (212) 689-9460.

554 MICHIGAN TECHNICAL INSTITUTE**EXECUTIVE SECRETARIAL**

Specialization: Accounting, typing, word processing, dictation and transcription.

Dates: One year.

Instruction: Location: Ann Arbor, Michigan; on campus; at work site. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 550 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$100; refundable if not accepted.

Contact: Rachel Badanowski, Michigan Technical Institute, 611 Church St., P.O. Box 8200, Ann Arbor, MI 48107. (313) 769-4516.

555 MIDDLE GEORGIA COLLEGE**CLERICAL SPECIALIZATION**

Specialization: Typing, transcription, office procedures, and key punch and records management.

Dates: One year: classes begin Sept. 17, Jan. 2, March 21, and June 19.

Instruction: *Location* Cochran, Georgia: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, computer-assisted instruction, labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1952; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,571 for tuition, meals, housing. **Scholarship:** Full, partial.

Housing: In dormitories.

Application: *Deadline* 20 days prior. *Fee* \$5; not refundable. *Scholarship application deadline* 60 days prior.

Contact: Dr. James L. Keenen, Director of Admissions and Registrar, Middle Georgia College, Cochran, GA 31014. (912) 934-6221.

556 PHILADELPHIA SCHOOL OF OFFICE TRAINING

Specialization: Administrative office assisting including typing, transcription, bookkeeping and word processing skills.

Dates: Classes begin Sept., Jan., March, and July.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completing 1,100 clock hours with minimum 2.0 grade point average. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Tutoring is available. 80 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required.

Cost: \$4,292 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$10; not refundable.

Contact: Director of Admissions, Philadelphia School of Office Training, 1724 Chestnut St., Philadelphia, PA 19103. (215) 567-7600.

557 SAWYER BUSINESS SCHOOL

Specialization: Secretarial and word processing skills.

Dates: Nine months: classes begin monthly.

Instruction: *Location* Plainfield, New Jersey: at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 10 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

220 MANAGEMENT AND BUSINESS 558-560

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required.

Cost: \$3,595 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: Carol M. Kane, Sawyer Business School, 305 E. Front St., Plainfield, NJ 07060. (201) 757-5151.

558 SAWYER COLLEGE OF BUSINESS

Specialization: Word processing and secretarial skills.

Dates: 24 weeks; classes begin monthly.

Instruction: *Location* San Diego, California; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Berta Cuarov, Sawyer College of Business, 5507 El Cajor Blvd., San Diego, CA 92115. (619) 286-4770.

559 SAWYER COLLEGE OF BUSINESS

Specialization: Computer office administration.

Dates: 24 weeks; classes begin monthly.

Instruction: *Location* San Diego, California; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,995 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Berta Cuarov, Sawyer College of Business, 5507 El Cajor Blvd., San Diego, CA 92115. (619) 286-4770.

560 THE SMITH BUSINESS SCHOOL BUSINESS ADMINISTRATION DIPLOMA

Specialization: Accounting, records management, business English, and an introduction to data processing and BASIC.

Dates: 48 weeks; classes begin July, Sept., Jan., and April.

Instruction: *Location* Washington, D.C.; at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible

to enroll. A foreign student counselor/adviser is not available. 30 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$3,290 for tuition, books.

Housing: Not provided.

Application: *Deadline* May 4. *Fee* \$50; not refundable.

Contact: Susan Patrice, The Smith Business School, Inc., 1010 Vermont Ave., N.W., Washington, D.C. 20005. (202) 638-1700.

561 THE SMITH BUSINESS SCHOOL

CLERICAL DIPLOMA

Specialization: Typing, business English, and word processing.

Dates: 36 weeks: classes begin July, Sept., and Jan.

Instruction: *Location* Washington, D.C.: at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 150 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$2,480 for tuition, books.

Housing: Not provided.

Application: *Deadline* May 4. *Fee* \$50; not refundable.

Contact: Susan Patrice, The Smith Business School, Inc., 1010 Vermont Ave., N.W., Washington, D.C. 20005. (202) 638-1700.

562 THE SMITH BUSINESS SCHOOL

SECRETARIAL DIPLOMA

Specialization: Typing, shorthand, records management, business English and word processing.

Dates: 48 weeks: classes begin July, Sept., Jan., and April.

Instruction: *Location* Washington, D.C.: at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 30 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$3,290 for tuition, books.

Housing: Not provided.

Application: *Deadline* May 4. *Fee* \$50; not refundable.

Contact: Susan Patrice, The Smith Business School, Inc., 1010 Vermont Ave., N.W., Washington, D.C. 20005. (202) 638-1700.

563 UNITED COLLEGE OF BUSINESS

Specialization: Business management including accounting, office procedures, business English, and data processing.

Dates: Nine months: classes begin eight times a year.

Instruction: *Location* Santa Monica or Hollywood, California: on campus. *Methods* lectures, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible

to enroll. A foreign student counselor/adviser is available for counseling and study skills workshops. 20 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$4,025 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$100; not refundable.

Contact: Stanley Pakula, United College of Business, 1233 Santa Monica Mall, Santa Monica, CA 90401. (213) 395-3231 or John Fink, United College of Business, 6690 Sunset Blvd., Hollywood, CA 90028. (213) 461-8565.

564 WESTARK COMMUNITY COLLEGE

SECRETARIAL CAREERS CERTIFICATE

Specialization: Office machines, bookkeeping or accounting, transcription, and word processing.

Dates: Aug. to May and Jan. to Dec.

Instruction: *Location* Fort Smith, Arkansas: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1967; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 475.

Cost: About \$7,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* none.

Contact: Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

Travel and Tourism

565 ACADEMY PACIFIC BUSINESS AND TRAVEL COLLEGE

Specialization: Transportation management includes airlines, travel agencies, railroad, and cruise ships reservation procedures. Train on United Airlines "Apollo" and American Airlines "Sabre" reservations computer systems.

Dates: Six months: classes begin every two weeks.

Instruction: *Location* Hollywood, California: on campus. *Methods* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1946; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL program is available. 400 participants; 26% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 400.

Cost: \$3,740 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$100; refundable.

Contact: Admissions Office, Academy Pacific Business and Travel College, 6253 Hollywood Blvd., Suite 500, Hollywood, CA 90028. (213) 462-3211.

566 AMERICAN TECHNICAL COLLEGE FOR CAREER TRAINING

Specialization: Basic knowledge of travel agency and travel-related skills.

Dates: Seven months.

Instruction: *Location* San Bernardino, California: on campus. *Methods* lectures, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. ESL program is available. 24 participants. Program is evaluated.

Eligibility: *Academic* secondary school; mathematics skills. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$3,500 for tuition, books.

Housing: Not provided.

Application: *Deadline* none. *Fee* \$200; not refundable.

Contact: Cheryl Barkhurst, Admissions, American Technical College for Career Training, 191 S. E St., San Bernardino, CA 92401. (714) 885-3857; (714) 783-2322.

567 WILMA BOYD CAREER SCHOOLS

Specialization: Survey of airline and travel industry ground positions. Includes international travel.

Dates: Feb. to May, June to Sept., and Oct. to Jan.

Instruction: *Location* Pittsburgh, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon minimum C grade average. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 550 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$3,745 inclusive.

Housing: In dormitories, apartments, furnished rooms.

Application: *Deadline* 30 days prior. *Fee* \$50; refundable if not accepted.

Contact: Alfred A. McCloy, Wilma Boyd Career Schools, Inc., One Chatham Center, Pittsburgh, PA 15219. (412) 456-1800.

568 EL PASO COMMUNITY COLLEGE

TRAVEL COUNSELOR AIRLINE RESERVATION

Specialization: Travel reservations and agency operations.

Dates: Classes begin Sept., Nov., Feb., and June.

Instruction: *Location* El Paso, Texas: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon completing 720 clock hours of instruction. Issues I-20AB.

Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 24 participants; 50% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$144 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

569 HAMMEL COLLEGE

Specialization: Travel.

Dates: One year: classes begin Jan., March, June, and Sept.

Instruction: *Location* Akron, Ohio: on campus. *Methods* lectures, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. A foreign student counselor/adviser is not available.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency is required.

Cost: Not given.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: James M. Lamers, Hammel College, 885 E. Buchtel, Akron, OH 44305. (216) 762-7491.

570 MacCORMAC JUNIOR COLLEGE

Specialization: Travel agency skills.

Dates: Sept. 20 to June 10.

Instruction: *Location* Chicago or Elmhurst, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training, computer-assisted instruction. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 3% foreign enrollment in 1983.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 480.

Cost: \$3,450 for tuition.

Housing: In dormitories at nearby colleges; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$15; not refundable.

Contact: Alan Solid, MacCormac Junior College, 327 South LaSalle St., Chicago, IL 60604. (312) 922-1884.

571 THE McCONNELL SCHOOL

Specialization: Travel career training including computer training to become a travel or reservations agent.

Dates: Jan. to April, April to July, July to Sept., and Sept. to Dec.

Instruction: *Location* Minneapolis, Minnesota: at school. *Methods* lectures, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible

to enroll. A foreign student counselor/adviser is not available. 200 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$1,815 for tuition, books.

Housing: In dormitories.

Application: *Deadline* none. *Fee* \$25; not refundable.

Contact: The McConnell School, Inc., 831 Second Ave., S., Minneapolis, MN 55402. (612) 332-4238.

572 MICHIGAN TECHNICAL INSTITUTE

TRAVEL AND TOURISM

Specialization: Reservations and scheduling, ticketing and touring, travel agency and airline procedures.

Dates: One year: classes begin Jan., March, July, and Sept.

Instruction: *Location* Ann Arbor, Michigan: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1915; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550 or Univ. of Michigan Test: 85.

Cost: \$3,900 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable if not accepted.

Contact: Rachel Badanowski, Michigan Technical Institute, 611 Church St., P.O. Box 8200, Ann Arbor, MI 48107. (313) 769-4516.

573 NATIONAL COLLEGE

Specialization: Travel and airlines.

Dates: One year: classes begin June 6, Sept. 5, Nov. 26, and March 4.

Instruction: *Location* St. Paul, Minnesota: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL program is available. 3% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,500 for tuition, books.

Housing: Not provided.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Kathy Parsons, Admissions Representative, 1275 University Ave., St. Paul, MN 55104. (612) 644-1265.

574 NEWBURY JUNIOR COLLEGE

TRAVEL SECRETARY

Specialization: Individualized program of relevant skills.

Dates: One year: classes begin Sept., Jan., and May.

Instruction: *Location* Boston, Massachusetts: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1978; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are

eligible to enroll. A foreign student counselor/adviser is available for support services and ESL programs. 50 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* typing 45 wpm, shorthand 80 wpm. *Language* TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: \$1,975 for tuition.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Dr. George S. Kailian, Director of International Student Affairs, Newbury Junior College, 921 Boylston St., Boston, MA 02115. (617) 262-9350.

575 NORTHWESTERN BUSINESS COLLEGE

Specialization: Travel assisting.

Dates: One year: classes begin June, Sept., Dec., and March.

Instruction: *Location* Chicago, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 1.5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* associate's degree. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$5,350 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$75; refundable.

Contact: V.L. Schumacher, Northwestern Business College, 4959 W. Belmont, Chicago, IL 60641. (312) 777-4220.

576 PACIFIC TRAVEL SCHOOL

Specialization: Travel agency operations including training on American Airlines "Sabre" reservations computer.

Dates: Three months: classes begin monthly.

Instruction: *Location* Santa Ana, California: at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1963; program will be offered in 1985. Certificate upon minimum 85% grade average. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 600 participants. 3% total foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$2,890 for tuition, books, housing, local transportation.

Housing: In apartments, hotels.

Application: *Deadline* one month prior. *Fee* \$101.90; refundable.

Contact: Katie Keeler, OT Admissions, Pacific Travel School, 610 E. 17 St., Santa Ana, CA 92701. (714) 543-9496.

577 SPENCER COLLEGE

Specialization: Travel and tourism. Small classes.

Dates: Ten months: classes begin Jan., Feb., April, June, Aug., and Oct.

Instruction: *Location* Baton Rouge, Louisiana: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20MN. A foreign student counselor/adviser is available. 25 participants; 25% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required.

Cost: \$3,150 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50 plus 10% of course cost.

Contact: Becky Burke, Spencer College, 2902 Florida Blvd., Baton Rouge, LA 70802. (504) 383-7701.

578 STRATTON COLLEGE**TRAVEL TOURISM**

Specialization: Reservations, trip planning, and expense computation.

Dates: One year: classes begin Oct., Jan., April, and July.

Instruction: *Location* Milwaukee, Wisconsin: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$5,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25.

Contact: Russell Raettig, Director of Admissions, Stratton College, 1300 N. Jackson St., Milwaukee, WI 53202. (414) 276-5200.

579 SUOMI COLLEGE**TRAVEL SERVICES**

Specialization: Tariffs, ticketing and reservations, and business procedures.

Dates: One year: classes begin Sept. and Jan.

Instruction: *Location* Hancock, Michigan: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, language labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1982; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB. A foreign student counselor/adviser is available for tutorial assistance and informal counseling. 30 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is preferred.

Cost: \$8,500 for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Director of Admissions, Suomi College, Hancock, MI 49930. (906) 482-5300.

580 UNIVERSITY OF HAWAII

EXECUTIVE DEVELOPMENT
INSTITUTE FOR TOURISM

Specialization: Focus on research and marketing, planning and development, and operations management.

Dates: May 29 to June 29.

Instruction: *Location* Honolulu, Hawaii: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon completion of final project. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 30 participants; 90% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree (may be waived). *Professional* manager in tourism industry. *Language* English proficiency on advanced level is required.

Cost: \$2,500 for tuition. **Scholarship:** Partial.

Housing: In hotels.

Application: *Deadline* April 1. *Fee* \$200; refundable. *Scholarship application deadline* Feb. 1.

Contact: Dr. Susan Iwamura, Director, Executive Development Institute for Tourism, School of Travel Industry Management, University of Hawaii, Honolulu, HI 96822. (808) 948-8946. Telex: 7238216.

NATURAL SCIENCES

581 CALIFORNIA STATE UNIVERSITY

Specialization: Mathematics.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location* Fullerton, California: on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 29634. (714) 773-2611.

582 ECONOMICS INSTITUTE

Specialization: Mathematics program is individualized to suit participant's needs and goals.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 19.

Instruction: *Location* Boulder, Colorado: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1975; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants total; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* three to ten years' experience preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 13 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

**583 GILDEA RESOURCE CENTER-
COMMUNITY ENVIRONMENTAL COUNCIL**
**URBAN LABORATORIES
RESIDENCY PROGRAM**

Specialization: Intensive, live-in, applied research emphasizing the relationship between resource management theory and practice. Interdisciplinary program encompassing agriculture, architecture, solar technology, computer science, political science, law, and public administration.

Dates: Not given.

Instruction: Location Santa Barbara, California: at work site. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* educational director, professional tutors.

Highlights: New Program. Program will be offered in 1985. Certificate upon completion of designated research topic. Practical training is a program component. I-20 authorization pending. A foreign student counselor/adviser is not available. 25 participants. Program will be evaluated; evaluations will be available to prospective participants.

Eligibility: Academic bachelor's degree. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$300 per month for housing, local transportation. **Scholarship:** Partial.

Housing: In furnished rooms.

Application: *Deadline* not given. *Fee* not given. *Scholarship application deadline* not given.

Contact: Dr. Anthony Dominiski, Gildea Resource Center, 924 Anacapa St., Santa Barbara, CA 93101. (805) 963-0583.

584 GUILFORD COLLEGE

Specialization: Programs available in biology, chemistry, history and philosophy of science, geology, mathematics, and physics.

Dates: Aug. to July.

Instruction: Location Greensboro, North Carolina: on campus. *Methods* lectures, discussion groups, science labs. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; programs will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: Academic bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 West Friendly Ave., Greensboro, NC 27410. (919) 292-5511.

585 HUMAN/DOLPHIN FOUNDATION
**INTER-SPECIES COMMUNICATION
BETWEEN DOLPHINS AND HUMANS**

Specialization: Utilization of computer-generated signals to develop communication between man and dolphin. The foundation was founded by Dr. John Lilly, the renowned neuro-physicist.

Dates: Four- or six-week sessions offered throughout the year.

Instruction: Location Redwood City, California: at work site. *Methods* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By* on-site researchers, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser

is not available. 6 participants per session; 16% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$1,500 for tuition, liability insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* not given.

Contact: Barbara Clarke, Human/Dolphin Foundation, P.O. Box 4172, Malibu, CA 90265. (213) 457-4384.

586 PACE UNIVERSITY

Specialization: Laboratory animal technology. Possibility of cooperative education/work study.

Dates: Sept. to June.

Instruction: *Location* Pleasantville, New York: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1940's; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll but encouraged to apply for student visa. A foreign student counselor/adviser is available. ESL instruction and International Student Club available. 2% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* one year of general biology. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,700 per semester inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Admissions Office, Pace University, 78 N. Broadway, White Plains, NY 10603. (914) 681-4074.

PUBLIC ADMINISTRATION

387 BRANDEIS UNIVERSITY

Specialization: Master's of management of human services. Includes a management laboratory project providing students with experience in the public and non-profit sectors.

Dates: June to May.

Instruction: Location Waltham, Massachusetts: on campus. *Methods* lectures, discussion groups, case studies, "hands-on" training, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Master's degree upon program completion. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 35 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic bachelor's degree. Professional two years' experience. Language English proficiency on advanced level is required. TOEFL.

Cost: \$10,000 for tuition.

Housing: In apartments.

Application: Deadline Feb. 15. Fee \$25; not refundable.

Contact: Fran Hahn, Admissions, Heller Graduate School, Brandeis University, Waltham, MA 02254. (617) 647-2944.

388 ECONOMICS INSTITUTE

Specialization: Academic coursework adjusted to prior professional training and individual goals. Courses include economics, statistics, management, computer science, and public policy.

Dates: Jan. 9, March 19, or June 4 to Aug. 14 and Jan. 9, March 19, Aug. 27, or Oct. 2 to Dec. 13.

Instruction: Location Boulder, Colorado: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs, independent study/research. *By* specialized faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate by an official course transcript. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for general and academic advising. 100 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic bachelor's degree. *Professional* three to ten years' professional experience in any field is preferred. *Language* English proficiency on intermediate level is required.

Cost: About \$1,280 per month inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Economics Institute, 1030 15 St., Boulder, CO 80302. (303) 492-8419. Cable: ECONINST. Telex: 450385.

589 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Public administration. Individually designed independent study degree programs available. Requires a residence of undetermined length.

Dates: To be arranged through mutual agreement.

Instruction: *Location* Cambridge, Massachusetts. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Master's degree upon completion of 36 credits and final project. Practical training is an optional program component. Issues 1-20AB. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic bachelor's degree. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$6,200 for tuition.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$35; not refundable.

Contact: Margot Chamberlain, Program Counselor, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 426.

590 NATIONAL ENVIRONMENTAL TRAINING ASSOCIATION

UTILITY MANAGEMENT

Specialization: Human resource development and management in water and wastewater utilities. Custom designed to meet the needs of individual participants.

Dates: By special arrangement.

Instruction: *Location* varies. *Methods* lectures, field trips, individualized instruction, "hands-on" training. *By* school faculty, professional guest speakers/lecturers, government representatives.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. A foreign student counselor/adviser is not available. 100% foreign enrollment in 1983. Program is evaluated.

Eligibility: Academic none. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: Varies.

Housing: With families.

Application: *Deadline* none. *Fee* none.

Contact: Julie A. Wheeland, National Environmental Training Association, 970 Mill Pond Rd., Suite A, Valparaiso, IN 46383. (219) 465-1744.

591 NORTHERN ILLINOIS UNIVERSITY

Specialization: Custom designed programs in the field of public administration. Specific areas of specialization include public policy development, fiscal administration, and human resource administration. Two programs, "Strategic Management for Latin Bankers" (Sept. and April) and "Strategic Management Program for Hispanic Businessmen" (May), are conducted in Spanish; however, these programs are less than two weeks in duration. Programs in other fields of study may also be arranged.

Dates: To be arranged under contract.

Instruction: Location: DeKalb, Illinois. By university faculty, professional guest speakers/lecturers.

Contact: Dr. Daniel Wit, Dean, International and Special Programs, Northern Illinois University, Lowden Hall 203, DeKalb, IL 60115. (815) 753-1988. Cable: INTLPROG.

592 PARKLAND COLLEGE**TRANSPORTATION AND TRAFFIC MANAGEMENT**

Specialization: Specialized and general management courses in the transportation and traffic fields.

Dates: Aug. to June

Instruction: Location: Champaign, Illinois: on campus; at work site. *Methods:* lectures, discussion groups, field trips, "hands-on" training. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1967; program will be offered in 1985. Certificate upon completion of 30 semester hours. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visas are eligible to enroll. A foreign student counselor/advisor is available for counseling, ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional none.* *Language:* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline none. *Fee:* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 531-2200, ext. 247.

593 SHELBY STATE COMMUNITY COLLEGE**TRANSPORTATION MANAGEMENT TECHNOLOGY**

Specialization: Fundamentals of transportation and traffic management.

Dates: Aug. to June

Instruction: Location: Memphis, Tennessee: on campus; at work site. *Methods:* lectures, case studies, individualized instruction, "hands-on" training, labs. *By:* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional:* not given. *Language:* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline April 1 and Oct. 1. *Fee:* \$5; not refundable.

Contact: John Terry, International Student Advisor, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

594 STATE UNIVERSITY OF NEW YORK, COLLEGE AT BROCKPORT

Specialization: Post graduate study for public officials. For public administrators at all levels to improve managerial effectiveness, knowledge, and skills.

Dates: Sept. to Aug.

Instruction: *Location* Brockport and Monroe County, New York: on campus; work sites. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon completing 15 credit hours. Practical training is a program component; participants may be paid. Issues 1-20AB, 1-20MN, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 50 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 550.

Cost: \$9,090 inclusive.

Housing: In dormitories, apartments.

Application: *Deadline* none. *Fee* \$25; not refundable.

Contact: Dr. Edward Downey, Public Administration, 257 Faculty Office Bldg., SUNY College at Brockport, Brockport, NY 14420. (716) 395-2375.

595 SYRACUSE UNIVERSITY**MAXWELL MIDCAREER
DEVELOPMENT PROGRAM**

Specialization: Master's degree in public administration possible for 30 credits. Minimal core requirements; maximum flexibility in course selection.

Dates: One or two semesters: Sept. 1 to Dec. 25 and/or Jan. 15 to May 1.

Instruction: *Location* Syracuse, New York: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1964; program will be offered in 1985. Certificate upon completion of one semester; master's degree upon completion of 30 credits (one year). Issues 1-20AB. A foreign student counselor/adviser is available. Full support services available through International Student Office. 25 participants per semester; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* 10 years' government service; current management position. *Language* English proficiency on advanced level is required.

Cost: \$3,400 per semester.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* not given.

Contact: Robert W. Iversen, Midcareer Program, Syracuse University, 206 Maxwell Hall, Syracuse, NY 13210. (315) 423-3759.

**596 TRAFFIC INSTITUTE
NORTHWESTERN UNIVERSITY****INTERNATIONAL TRAFFIC
STUDY FOR POLICE**

Specialization: Designed to meet specific needs of a country in solving traffic and transportation regulation problems.

Dates: To be arranged under contract.

Instruction: *Location* Evanston, Illinois: on campus. *Methods* lectures, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate upon minimum 70% grade average; 90% attendance. Issues

IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Services provided through International Student Center, Northwestern University. 30-50 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* TOEFL: 500.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* not given.

Contact: Traffic Institute, Northwestern University, P.O. Box 1409, Evanston, IL 60204. (312) 492-7245.

597 TRAFFIC INSTITUTE POLICE ADMINISTRATION TRAINING NORTHWESTERN UNIVERSITY

Specialization: Provides the opportunity to study with ranking police officers on state, county, and city levels.

Dates: Sept. 6 to June 15.

Instruction: *Location* Evanston, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* professional police administrators.

Highlights: Sponsor has offered this short-term program since 1936; program will be offered in 1985. Certificate upon minimum 70% grade average; 90% attendance. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Services provided through International Student Center, Northwestern University. 75 participants; 11% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* three years' experience. *Language* TOEFL: 500.

Cost: \$7,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June 1. *Fee* not given.

Contact: Traffic Institute, Northwestern University, P.O. Box 1409, Evanston, IL 60204. (312) 492-7245.

598 TRAFFIC INSTITUTE TRAFFIC ACCIDENT NORTHWESTERN UNIVERSITY INVESTIGATION SERIES

Specialization: Accident investigation, technical vehicle dynamics, and reconstruction. Designed to develop motor vehicle accident reconstruction techniques.

Dates: Sept. 10 to Oct. 26.

Instruction: *Location* Evanston, Illinois: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* institute faculty, guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon minimum 70% grade average; 90% attendance. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Services provided through International Student Center, Northwestern University. 24 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* TOEFL: 500.

Cost: \$1,950 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* not given.

Contact: Traffic Institute, Northwestern University, P.O. Box 1409, Evanston, IL 60204. (312) 492-7245.

**599 TRAFFIC INSTITUTE
NORTHWESTERN UNIVERSITY****TRAFFIC AND TRANSPORTATION
ENGINEERING SERIES**

Specialization: Designed to meet specific needs of a country's traffic and transportation engineering problems.

Dates: To be arranged under contract.

Instruction: *Location* Evanston, Illinois: on campus. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* university faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1936; program will be offered in 1985. Certificate upon minimum 70% grade average, 90% attendance. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Services provided through International Student Center, Northwestern University. 40 participants; 6% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* certification required. *Language* TOEFL: 550.

Cost: Not given.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Traffic Institute, Northwestern University, P.O. Box 1409, Evanston, IL 60204. (312) 492-7245.

600 UNIVERSITY OF CONNECTICUT**PUBLIC MANAGEMENT
DEVELOPMENT**

Specialization: Specializations offered in financial management, local development administration, management of training, management services and computer applications, personnel management, and project analysis and implementation.

Dates: Sept. 21 to April 11.

Instruction: *Location* Hartford, Connecticut: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1961; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for housing assistance, travel arrangements, host families, and social and cultural activities. 25 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree (may be waived). *Professional* two to five years' experience preferred. *Language* TOEFL: 500 or ALIGU: 80.

Cost: \$6,900 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Director, Institute of Public Service International, University of Connecticut, 1380 Asylum Ave., Hartford, CT 06105. (203) 241-4924. Cable: IPSUCONN. Telex: 6430-67.

601 UNIVERSITY OF PENNSYLVANIA**DEVELOPMENT PLANNING
AND ANALYSIS**

Specialization: Broad range of disciplines including housing, transportation, health, education, rural development, regional income differences, rural to urban migration, location of industries, and appropriate technologies.

Dates: Sept. to May.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups. *By* university faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completing six courses (four required, two electives) and two-semester workshop. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for personal and immigration advising, orientation.

Eligibility: *Academic* bachelor's degree. *Professional* six years' experience. *Language* English proficiency on advanced level is required.

Cost: About \$16,000 inclusive.

Housing: In dormitories, off-campus housing.

Application: *Deadline* Feb. 1. *Fee* \$30; not refundable.

Contact: Certificate in Development Planning and Analysis Committee, City and Regional Planning Dept., 127 Graduate School of Fine Arts, University of Pennsylvania or Regional Science Dept., 130 McNeil, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-8329. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

602 UNIVERSITY OF PENNSYLVANIA

POST MASTER'S CERTIFICATE IN CITY AND REGIONAL PLANNING

Specialization: Three possible areas of concentration: transportation and infrastructure, urban models, and development planning.

Dates: Sept. to May.

Instruction: *Location* Philadelphia, Pennsylvania; on campus. *Methods* lectures, discussion groups. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completion of two semesters; courses chosen in consultation with adviser. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for personal and immigration advising, orientation. 100% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* master's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$16,000 inclusive. **Scholarship:** Partial.

Housing: In dormitories, off-campus housing.

Application: *Deadline* March 30. *Fee* \$50; not refundable. *Scholarship application deadline* March 30.

Contact: Chairman, Department of City and Regional Planning, Graduate School of Fine Arts/CJ, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-8329. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

603 UNIVERSITY OF PITTSBURGH

RURAL AND COMMUNITY DEVELOPMENT

Specialization: Broadening the perspectives and skills of community development planners including strategies for mobilization and coordination of human and physical resources of the community to achieve development.

Dates: Oct. 1 to Nov. 22.

Instruction: *Location* Pittsburgh, Pennsylvania; on campus. *Methods* lectures, discussion groups, case studies, field trips. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Practical training may be added as a program component at additional cost; participants are not paid. Issues IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for adjustment counseling, social activities, and housing assistance. 30 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$200; not refundable.

Contact: Dr. Mary Lou Smith, Director, Institute of Training and Organizational Development, 3J03 Forbes Quadrangle, University of Pittsburgh, Pittsburgh, PA 15260. (412) 624-4762. Telex: 812466 or 199126.

604 WORLD TRADE INSTITUTE

AIRPORT ADMINISTRATION AND OPERATION

Specialization: Designed for officials of airport authorities, related government agencies, and private organizations. This course is affiliated with the Port Authority of New York and New Jersey.

Dates: Nov. 26 to Dec. 7.

Instruction: *Location* New York, New York: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$200.

Contact: Vincent Seghior, Manager, International Training, World Trade Institute, One World Trade Center (55W), New York, NY 11201. (212) 466-3175. Cable: WORLD TRADE NEW YORK. Telex: 427346 NYANDNJ.

605 WORLD TRADE INSTITUTE PORT ADMINISTRATION AND OPERATION

Specialization: Designed for officials of port authorities, related government agencies, and private organizations. This course is affiliated with the Port Authority of New York and New Jersey.

Dates: March 26 to April 20.

Instruction: *Location* New York, New York: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* industry speakers/lecturers.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 100% foreign enrollment in 1982. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: \$4,500.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$200.

Contact: Vincent Seghior, Manager, International Training, World Trade Institute, One World Trade Center (55W), New York, NY 11201. (212) 466-3175. Cable: WORLD TRADE NEW YORK. Telex: 427346 NYANDNJ.

SOCIAL SCIENCES

606 THE AMERICAN UNIVERSITY

WASHINGTON SEMESTER

Specialization: Topics include political science, economics, justice, and journalism. Participants interact with congressmen, senators, officials from the White House and executive agencies, corporate leaders, and members of the judiciary.

Dates: Sept. to Dec. and Jan. to May.

Instruction: *Location* Washington, D.C.: various sites. *Methods* lectures, discussion groups, field trips. *By* university faculty, seminar guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1976; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and ESL instruction. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$3,800 for tuition. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* two months prior. *Fee* none. *Scholarship application deadline* three months prior.

Contact: Dr. David C. Brown, Dean, Washington Semester Program, The American University, Washington, DC 20016. (202) 686-2368. Telex: AU BKST WSH 89636.

607 CALIFORNIA STATE UNIVERSITY

Specialization: Three programs available: Introduction to Sociology, Logic, and Religious Studies.

Dates: Jan. 2 to Jan. 30.

Instruction: *Location* Fullerton, California: on campus. *Methods* lectures, discussion groups. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1979; programs will be offered in 1985. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$61 per unit for tuition.

Housing: Not provided.

Application: *Deadline* not given. *Fee* not given.

Contact: Office of Extended Education, California State University, 800 N. State College Blvd., Fullerton, CA 29634. (714) 773-2611.

608 GUILFORD COLLEGE

Specialization: Programs available in black studies, women's studies, political science, history, psychology, sociology, philosophy, and religion.

Dates: Aug. to July.

Instruction: *Location* Greensboro, North Carolina: on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1983; programs will be offered in 1985. Certificate upon completing four to six courses in a clearly defined sequence. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Automatic membership in the International Relations Club. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$91 per credit hour for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$15; not refundable.

Contact: Dr. Frances J. Cook, Dean of Admissions and Financial Aid, Guilford College, 5800 W. Friendly Ave., Greensboro, NC 27410, (919) 292-5511.

609 LESLEY COLLEGE GRADUATE SCHOOL

Specialization: Social science. Individually designed independent study degree programs available. Requires a residence of undetermined length.

Dates: To be arranged through mutual agreement.

Instruction: *Location* Cambridge, Massachusetts. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, independent study/research. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1971; program will be offered in 1985. Master's degree upon completion of 36 credits and final project. Practical training is an optional program component. Issues I-20AB. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$6,200 for tuition.

Housing: Not provided.

Application: *Deadline* open. *Fee* \$35; not refundable.

Contact: Margot Chamberlain, Program Counselor, Lesley College Graduate School, 29 Everett St., Cambridge, MA 02238. (617) 868-9600, ext. 426.

610 SYRACUSE UNIVERSITY**LIBERAL STUDIES/INDEPENDENT
STUDY DEGREE**

Specialization: One-week in-residence training at beginning of each semester with senior faculty. Balance of degree program done independently.

Dates: See Specialization.

Instruction: *Location* Syracuse, New York: on campus. *Methods* lectures, discussion groups, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Bachelor's degree upon completing 120 credit hours with minimum 2.0 grade point average. Practical training could be a program component. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available for this program although foreign student advising and services are available from Syracuse University. 15-20 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required.

Cost: \$128 per credit for tuition.

Housing: In apartments.

Application: *Deadline* none. *Fee* \$30; not refundable.

Contact: Mary Lou Bagdovitz, ISDP, Syracuse University, Reid Hall, 610 E. Fayette St., Syracuse, NY 13202. (315) 423-3269. Telex: 937430.

611 SYRACUSE UNIVERSITY

MASTER OF SOCIAL SCIENCE

Specialization: History, political science, or international relations. Independent study programs require two weeks of residency in July. Two summer sessions required.

Dates: See Specialization.

Instruction: *Location* Syracuse, New York: on campus. *Methods* lectures, discussion groups, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Master's degree upon completion of 30 credit hours and minimum B grade average. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available for this program; support services are available through Syracuse University. 7-15 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency is required.

Cost: \$6,090 for tuition.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Mary Lou Bagdovitz, ISDP, Syracuse University, Reid Hall, 610 E. Fayette St., Syracuse, NY 13202. (315) 423-3269. Telex: 937430.

612 UNIVERSITY OF NORTH CAROLINA

CAROLINA POPULATION CENTER VISITING SCHOLARS PROGRAM

Specialization: Individually arranged practicum experience in selected aspects of population research.

Dates: By special arrangement.

Instruction: *Location* Chapel Hill, North Carolina: on campus. *Methods* lectures, discussion groups, independent study/research. *By* university faculty.

Highlights: Sponsor has offered short-term programs since 1978; program will be offered in 1985. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for immigration and housing assistance. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some graduate work. *Professional* not given. *Language* English proficiency is required.

Cost: Varies. **Scholarship:** Partial. Suggest applicants seek grants or sponsorship.

Housing: In dormitories.

Application: *Deadline* none. *Fee* none. *Scholarship application deadline* not given.

Contact: J. Richard Udry, Director, Carolina Population Center, University Square 300 A, Chapel Hill, NC 27514. (919) 966-3997.

613 WESLEYAN UNIVERSITY

GRADUATE LIBERAL ARTS PROGRAM

Specialization: Liberal studies.

Dates: Aug. to Aug.

Instruction: *Location* Middletown, Connecticut: on campus. *Methods* lectures, discussion groups, case studies, language labs, science labs, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1963; program will be offered in 1985. Master's degree upon completing 30 units of graduate study. Issues

I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Program is not evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$4,050 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$20; not refundable.

Contact: Mary E. Ferguson or Barbara MacEachern, Graduate Liberal Studies Program, Wesleyan University, Middletown, CT 06547. (203) 347-9411, ext. 2010.

International Development

614 DREW UNIVERSITY

SEMESTER ON THE UNITED NATIONS

Specialization: Workings and philosophy of the U.N. with lectures from members of the Secretariat, delegations, specialized agencies, and nongovernmental organizations.

Dates: Sept. to Dec. and Jan. to May.

Instruction: *Location* Madison, New Jersey; New York, New York; on campus; at U.N. *Methods* lectures, discussion groups. *By* See Specialization.

Highlights: Sponsor has offered this short-term program since 1961; program will be offered in 1985. Transcript provided. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction. 40 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* not given. *Language* English proficiency on advanced level is required.

Cost: About \$5,300 for tuition, meals, housing, local transportation, health insurance. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Nov. 1 for spring, May 1 for fall. *Fee* none. *Scholarship application deadline* Dec. 1 for spring, June 1 for fall.

Contact: Bonnie Hays, Coordinator of Off-Campus Programs, BC-110, Drew University, Madison, NJ 07940. (201) 377-3000, ext. 438.

615 UNIVERSITY OF MICHIGAN

POPULATION AND DEVELOPMENT

Specialization: For planners and administrators in developing countries to increase understanding of how demographic patterns relate to the development process. Includes economic development and planning, economic theory in planning and development, demography and population studies, historical experience of population policies, and theory application through computer exercises.

Dates: Sept. 1 to Dec. 21.

Instruction: *Location* Ann Arbor, Michigan; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, language labs. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 10 participants; 100% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* current or projected professional involvement in population and development planning. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$7,000 for tuition, program fees. **Scholarship:** Full through sponsorship by various international organizations.

Housing: Arranged.

Application: *Deadline* June 1. *Fee* \$40; not refundable. *Scholarship application deadline* June 1.

Contact: Director, Training Program in Population and Development, Center for Population Planning, School of Public Health, University of Michigan, Ann Arbor, MI 48109. (313) 764-7516. Cable: POPLANUM.

616 UNIVERSITY OF PENNSYLVANIA

MASTER OF ARTS IN INTERNATIONAL RELATIONS

Specialization: Interdepartmental and individually approved curriculum. Fields of specialization include comparative politics, diplomatic history, foreign policy and diplomacy, international business, international economics, international law and organization, political and economic development, and various geographical regions.

Dates: Sept. to May.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1951; program will be offered in 1985. Master's degree upon completing eight course units plus thesis. *Issues* I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for personal and immigration counseling, orientation. 30 participants; 50% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$16,000 inclusive. **Scholarship:** Partial.

Housing: In dormitories, off-campus housing.

Application: *Deadline* July 15. *Fee* \$50; not refundable. *Scholarship application deadline* Feb. 1.

Contact: Professor Chong-Sik Lee, Chairman, Graduate Group in International Relations, 246 Stiteler Hall, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-7654. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

617 UNIVERSITY OF PENNSYLVANIA

MASTER OF SCIENCE IN APPROPRIATE TECHNOLOGY FOR DEVELOPMENT

Specialization: Combines the perspectives of economists, social scientists, engineers, and practitioners for development planning and business in developing countries. Includes energy, health, water supply, shelter, clothing, food, and industrial diversification.

Dates: Sept. to Aug.

Instruction: *Location* Philadelphia, Pennsylvania: on campus. *Methods* lectures, discussion groups, independent study/research. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Master's degree upon completing ten courses, field study in developing country in Western Hemisphere, thesis. *Issues* I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration and personal counseling, orientation.

Eligibility: *Academic* bachelor's degree; knowledge of microeconomics and statistics recommended. *Professional* none. *Language* English proficiency on advanced level is required. **Cost:** \$19,000 inclusive.

Housing: Not provided, sponsor does assist in locating housing.

Application: *Deadline* Feb. 1. *Fee* \$30; not refundable.

Contact: Dr. Stephen Feldman or Dr. Lucy Creevey, Program in Appropriate Technology, Fels Bldg. B1, University of Pennsylvania, Philadelphia, PA 19104. (215) 898-7185. Cable: PNSYL Phila. Pa. Telex: 710-670-0328.

618 VANDERBILT UNIVERSITY

GRADUATE PROGRAM IN
ECONOMIC DEVELOPMENT

Specialization: For government officials and university economics teachers from developing countries on issues related to economic development.

Dates: Aug. to Aug.

Instruction: *Location* Nashville, Tennessee: on campus. *Methods* lectures, field trips, computer-assisted instruction. *By* university faculty.

Highlights: Sponsor has offered this short-term program since 1956; program will be offered in 1985. Master's degree upon minimum B grade average. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for academic and personal counseling. 35-40 participants; 100% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic* bachelor's degree. *Professional* not given. *Language* TOEFL: 500.

Cost: \$16,600 inclusive. **Scholarship:** Full.

Housing: In dormitories.

Application: *Deadline* none. *Fee* \$15; not refundable. *Scholarship application deadline* Feb. 1.

Contact: Dr. James S. Worley, Director, Graduate Program in Economic Development, Vanderbilt University, Box 1828, Station B, Nashville, TN 37235. (615) 322-2486. Cable: VANEDI.

619 WILLIAMS COLLEGE

GRADUATE PROGRAM IN
DEVELOPMENT ECONOMICS

Specialization: Applied economics as it directly relates to policy making in developing countries.

Dates: Sept. to June.

Instruction: *Location* Williamstown, Massachusetts: on campus. *Methods* lectures, case studies, field trips, individualized instruction, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1960; program will be offered in 1985. Certificate upon minimum B average in the nine required courses. Issues IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for personal counseling. 25 participants; 100% foreign enrollment in 1983.

Eligibility: *Academic* bachelor's degree. *Professional* current employment plus three years' experience. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$16,000 inclusive. **Scholarship:** Full.

Housing: In building reserved for program.

Application: *Deadline* Dec. 20. *Fee* none. *Scholarship application deadline* Dec. 20.

Contact: Mariam Grabis, Department of Economics, Williams College, Williamstown, MA 01267. (413) 597-2110. Cable: ECONOMICS. Telex: 01469735.

620 WARREN WILSON COLLEGE INTERNATIONAL DEVELOPMENT STUDIES

Specialization: Studies in intercultural relations, ecology, appropriate technology, and language. Work in developing country offered as an eight-week program component following campus training.

Dates: Jan. to July.

Instruction: *Location* Asheville, North Carolina: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs, independent study/research. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Practical training is a program component; participants are not paid. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for special activities, host family program. 20 par-

ticipants; 17% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$2,275 inclusive; \$500 at overseas site.

Housing: Provided.

Application: *Deadline* March 15. *Fee* not given.

Contact: Glenn Mitchell, Warren Wilson College, Box 5003, Asheville, NC 28778.

Religion

621 COLUMBIA BIBLE COLLEGE

SHORT QUARTER

Specialization: Ongoing professional training for pastors, ministers, and missionaries. Program offered on an undergraduate and graduate level.

Dates: Nov. 28 to Dec. 16 and June 11 to June 29.

Instruction: *Location* Columbia, South Carolina: on campus. *Methods* lectures, discussion groups. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school (undergraduate), bachelor's degree (graduate). *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500 (undergraduate), 550 (graduate).

Cost: \$550 for tuition, meals, housing.

Housing: In dormitories (spouse welcomed, no children), with families.

Application: *Deadline* Nov. 1 and May 1. *Fee* \$5; not refundable.

Contact: Robert E. Byers, Admissions Director of Short Quarter, Columbia Bible College, P.O. Box 3122, Columbia, SC 29230. (803) 754-4100.

622 COLUMBIA THEOLOGICAL SEMINARY

THEOLOGICAL EDUCATION

Specialization: Multidenominational professional degree program in theology.

Dates: Sept. to May.

Instruction: *Location* Decatur, Georgia: at seminary; work sites. *Methods* lectures, discussion groups, case studies, field trips, independent study/research. *By* seminary faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Practical training is a program component; participants are paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* master's degree. *Professional* ordained minister with five years' experience. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$3,500 for tuition, meals, housing. **Scholarship:** Partial and full.

Housing: In dormitories and apartments.

Application: *Deadline* not given. *Fee* not given. *Scholarship application deadline:* not given.

Contact: Richmond Smith, World Alliance of Reformed Churches, 150 Route De Ferney, 1211, Geneva 20, Switzerland or John Backer, National Council of Churches, 475 Riverside Dr., New York, NY 10027.

623 JESUIT SCHOOL OF THEOLOGY AT BERKELEY

INSTITUTE FOR SPIRITUALITY AND WORSHIP

Specialization: Graduate-level academic study, community participation, and worship.
Dates: Aug. to May.

Instruction: *Location:* Berkeley, California: on campus. *Methods:* lectures, seminars. By graduate school faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate upon completing eight three-unit courses. Issues I-20AB, IAP-66. A foreign student counselor/adviser is available. 40 participants; 36% foreign enrollment in 1983. Program is evaluated.

Eligibility: Academic bachelor's degree. *Professional:* ministerial experience. *Language:* English proficiency on advanced level is preferred. TOEFL.

Cost: About \$9,872 inclusive. **Scholarship:** Partial.

Housing: In apartments depending on availability. Sponsor does assist in locating housing.

Application: *Deadline:* Feb. 1. *Fee:* \$25; not refundable. *Scholarship application deadline:* May 15.

Contact: Lorna Wallace McKeown, Asst. to the Dean, Institute for Spirituality and Worship, Jesuit School of Theology at Berkeley, 1735 LeRoy Ave., Berkeley, CA 94709. (415) 841-8804.

624 PENDLE HILL

CENTER FOR STUDY AND CONTEMPLATION

Specialization: An intentional Quaker community incorporating shared worship, work, and learning. Open to all denominations and faiths; live together after the manner of Friends.

Dates: Oct. 5 to June 8.

Instruction: *Location:* Wallingford, Pennsylvania: at center. *Methods:* lectures, discussion groups, field trips, individualized instruction, independent study/research. By center faculty.

Highlights: Sponsor has offered this short-term program since 1930; program will be offered in 1985. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 36 participants; 20% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic: some undergraduate work. *Professional:* none. *Language:* English proficiency on intermediate level is required.

Cost: \$2,075 for tuition, meals, housing. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline:* not given. *Fee:* not given. *Scholarship application deadline:* not given.

Contact: Dyckman W. Vermilyee, Dean, Pendle Hill, Wallingford, PA 19086. (215) 366-4507.

625 UNITED WESLEYAN COLLEGE

Specialization: Two programs: certificate in Bible and certificate in missions.

Dates: Sept. to May.

Instruction: *Location:* Allentown, Pennsylvania: on campus. *Methods:* lectures, discussion groups. By college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon completing 30 semester hours, minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$5,500 inclusive.

Housing: In dormitories.

Application: *Deadline* June 1. *Fee* \$25; not refundable.

Contact: Dr. John P. Ragsdale, United Wesleyan College, 1414 E. Cedar St., Allentown, PA 18103. (215) 439-8709.

626 WESLEY THEOLOGICAL SEMINARY

Specialization: Broad range of courses in Bible, church history, theology, sociology of religion, Black preaching, Biblical Greek or Hebrew, pastoral counseling, and Christian education.

Dates: June 18 to May 6.

Instruction: *Location* Washington, D.C.: at seminary. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction. *By* seminary faculty.

Highlights: Sponsor has offered this short-term program since 1882; program will be offered in 1985. Certificate upon completing 20 semester hours of instruction. Issues 1-20AB. Foreign students on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* bachelor's degree. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 600.

Cost: \$145 per semester hour for tuition.

Housing: In dormitories.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: John E. Bevan, Registrar/Director of Admissions, Wesley Theological Seminary, 4500 Massachusetts Ave., N.W., Washington, D.C. 20016. (202) 363-2171.

TECHNOLOGY

627 AMERICAN COLLEGE OF INVENTION

THE INVENTION PROCESS

Specialization: A "hands-on" classroom and shop instruction to create inventions and negotiate research and development work.

Dates: Sept. 4 to Sept. 28, Oct. 2 to Oct. 26, Oct. 29 to Nov. 23, and Jan. 6 to Jan. 31.

Instruction: *Location:* Springfield, Massachusetts; on campus; at work site. *Methods:* lectures, discussion groups, case studies, field trips, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By:* not given.

Highlights: New Program. Program will be offered in 1985. Certificate. Visa authorization pending. A foreign student counselor/adviser is available. 40 participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required.

Cost: \$790 for tuition books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* 30 days prior. *Fee:* \$200; not refundable.

Contact: Mark Marinaccio, Registrar, American College of Invention, 172 Chestnut St., P.O. Box 5799, Springfield, MA 01101. (413) 737-0670.

628 CHEMEKETA COMMUNITY COLLEGE

INDUSTRIAL SKILLS TRAINING PROGRAM

Specialization: Entry level industrial assembly line skills.

Dates: One year: open entry, open exit.

Instruction: *Location:* Woodburn, Oregon; off-campus college work site. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Practical training is a program component. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. 18 participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* not given.

Cost: Not given. **Scholarships:** Some grants may be available. Students are generally referred by local economic development agencies.

Housing: Not provided.

Application: *Deadline:* open. *Fee:* not given.

Contact: Jim Lynch, Industrial Skills Training Program, Chemekeeta Woodburn Center, 365 Boones Ferry Rd., Woodburn, OR 97071. (503) 981-4151.

629 COLORADO SCHOOL OF TRADES

GUNSMITHING

Specialization: Machine shop; welding and repair of a variety of firearms.

Dates: Six months to one year; classes begin weekly.

Instructions: *Location:* Lakewood, Colorado; at school. *Methods:* "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1947; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available for general student services. 300 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* not given. *Language:* English proficiency on beginning level is required.

Cost: \$5,200 for tuition, materials.

Housing: In apartments, furnished rooms, with families.

Application: *Deadline:* open. *Fee:* \$25; not refundable.

Contact: Colorado School of Trades, 1575 Hoyt St., Lakewood, CO 80215. (303) 233-4697.

630 DALTON JUNIOR COLLEGE

Specialization: Programs available in welding, auto mechanics, diesel mechanics, auto body repair, industrial electricity and air conditioning and refrigeration.

Dates: Sept. to Aug.

Instructions: *Location:* Dalton, Georgia; on campus. *Methods:* lectures, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1974; programs will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15-25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency is required. TOEFL: 300.

Cost: \$2,288 for tuition.

Housing: Not provided.

Application: *Deadline:* not given. *Fee:* none.

Contact: Dr. Harlan Chapman, Dalton Junior College, Dalton, GA 30720. (404) 278-3113.

631 DIVERS ACADEMY OF THE EASTERN SEABOARD

Specialization: Commercial deep sea diving.

Dates: 16 weeks; classes begin monthly.

Instructions: *Location:* Camden, New Jersey; at school. *Methods:* lectures, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate. Issues I-20MN. A foreign student counselor/adviser is not available. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional:* not given. *Language:* English proficiency is required.

Cost: \$3,775 for tuition; about \$600 for equipment.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* monthly. *Fee:* \$125; not refundable.

Contact: William M. Brown, Director, DAES, 2500 Broadway, Camden, NJ 08104. (609) 966-1871.

**632 DIVERS INSTITUTE
OF TECHNOLOGY****PROFESSIONAL DEEP SEA DIVING**

Specialization: Basic aspects of commercial deep sea diving.

Dates: Six months; classes begin every five weeks.

Instruction: Location: Seattle, Washington; at institute; work/dive site. *Methods:* lectures, discussion groups, "hands-on" training, independent study/research. *By:* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon minimum 70-80% grade average. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 28 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: secondary school. Professional: diving related experience preferred.

Language: English proficiency on intermediate level is required. TOEFL.

Cost: \$5,975 for tuition, books, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline six to eight weeks prior. Fee \$150.

Contact: Ms. Christy McKibben, Divers Institute of Technology, Inc., 4601 Shilshole Ave. NW, P.O. Box 70312, Seattle, WA 98107. (206) 783-5542.

633 EL PASO TRADE SCHOOL

Specialization: Programs available in automotive mechanics, refrigeration and air conditioning, combination welding, microcomputer technology, digital/microcomputer electronics, electronic servicing and repair, industrial technology, and consumer electronics.

Dates: Not given.

Instruction: Location: El Paso, Texas; at school. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered short-term programs since 1970; programs will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25-38 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: pass school's entrance exam. Professional: none. Language: school test.

Cost: \$4,307 to \$8,516 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline none. Fee \$50; not refundable.

Contact: Randy Kuykendall, El Paso Trade School, Inc., 1000 Texas Ave., El Paso, TX 79901. (915) 532-3737.

634 FLORIDA INSTITUTE OF TECHNOLOGY COMMERCIAL DIVE PROGRAM

Specialization: Air diving procedures including scuba, chamber operation, and surface diving and advanced air and gas diving.

Dates: 22 weeks; two 11-week modules; classes begin in Sept., Jan., March, and June.

Instruction: Location: Jensen Beach, Florida; at institute, ocean and river sites. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon instructor evaluation and testing. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling. International Student Club is available. 20 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional basic scuba certification. Language English proficiency on advanced level is required. TOEFL: 550.

Cost: \$3,085 (module 1), \$3,415 (module 2) inclusive.

Housing: In dormitories.

Application: Deadline two months prior. Fee \$25; not refundable.

Contact: Robert Vanover, Director of Admissions, Florida Institute of Technology, 1707 NE Indian River Dr., Jensen Beach, FL 33457. (305) 334-4200.

635 FORT STEILACOOM COMMUNITY COLLEGE

Specialization: Programs available in drafting, electronic engineering technology, motor vehicle service, and motorcycle repair technology.

Dates: One year: classes begin Sept., Jan., April, and June.

Instruction: Location Tacoma, Washington: on campus. Methods lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. By college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20/AB, I-20/MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for academic counseling and ESL instruction. 150 participants; 1.3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency is required. TOEFL: 450 or Univ. of Michigan Test: 72.

Cost: About \$9,360 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline none. Fee none.

Contact: Office of International Education, Fort Steilacoom Community College, 9401 Farwest Dr., SW, Tacoma, WA 98498. (206) 964-6686.

636 ILLINOIS TECHNICAL COLLEGE

Specialization: Programs available in electro-mechanical computer technology, electronics technology, communication and consumer electronics, and computer aided drafting.

Dates: 48 weeks: classes begin Jan. 9, March 5, May 7, July 2, Sept. 4, and Oct. 29.

Instruction: Location Chicago, Illinois: on campus. Methods lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. By college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1950; programs will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are paid. Issues I-20/MN. A foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency is required. TOEFL: 450.

Cost: \$6,100 for tuition, books.

Housing: In dormitories.

Application: Deadline two months prior. Fee \$75; not refundable.

Contact: Dean, Illinois Technical College, 306 S. Wabash Ave., Chicago, IL 60605. (312) 922-9000.

637 INTERNATIONAL CAREER INSTITUTE

SEWING MACHINE REPAIR

Specialization: Repair of sewing machines including Singer, Juki, Union, Special, and Rin.

Dates: Nine months: classes begin monthly.

Instruction: Location New York, New York: at institute. Methods lectures, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Issues I-20/AB, I-20/MN. Foreign nationals on tourist visa are

eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional none. Language* English proficiency on beginning level is preferred. Test in native language.

Cost: \$3,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline none. Fee* \$25; refundable.

Contact: Irving Nicks, International Career Institute, 1225 Broadway, New York, NY 10001. (214) 689-9460.

638 IOWA LAKES COMMUNITY COLLEGE

Specialization: Marine and small engine mechanics.

Dates: Aug. to Aug.

Instruction: *Location* Emmetsburg, Iowa; at college. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional none. Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$4,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$10; not refundable.

Contact: Dallas Freeman, Director of Admissions, Iowa Lakes Community College, Estherville, IA 51334. (712) 362-2604.

639 MEREDITH MANOR-SCHOOL OF HORSEMANSHIP EQUINE STUDIES

Specialization: Riding, training, saddlemaking, blacksmithing, and breeding. Three levels of instruction available.

Dates: Three-month, six-month or nine-month program available.

Instruction: *Location* Waverly, West Virginia; at school. *Methods* lectures, "hands-on" training, science labs. *By* not given.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 170 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional none. Language* English proficiency on beginning level is required.

Cost: \$3,198 (3 months), \$6,583 (6 months), \$9,966 (9 months) for tuition, meals, housing.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$150; refundable.

Contact: Heather Fennimore, Meredith Manor-School of Horsemanship, Rt. 1, Box 76, Waverly, WV 26184. (304) 679-5128.

640 NATIONAL TECHNICAL SCHOOLS

Specialization: Programs available in automobiles (nine months), electronics (six months), and drafting (seven months).

Dates: Classes start monthly.

Instruction: *Location* Los Angeles, California; at school. *Methods* lectures, field trips, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1905; programs will be offered in 1985. Certificate. Practical training is a program component; participants are not

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paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983.

Eligibility: Academic secondary school. Professional none. Language English proficiency on intermediate level is required.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline open. Fee \$200; not refundable.

Contact: F. Robinson, National Technical Schools, 4000 S. Figueroa St., Los Angeles, CA 90037. (213) 234-9061.

641 NEW ENGLAND INSTITUTE OF TECHNOLOGY

Specialization: Major home appliance repair.

Dates: April 2 to Sept. 28 and Oct. 9 to March 22.

Instruction: Location Providence, Rhode Island; at institute. Methods lectures, individualized instruction, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available.

Eligibility: Academic some secondary school. Professional none. Language English proficiency on intermediate level is required.

Cost: \$1,835 for tuition, student fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline none. Fee \$35; not refundable.

Contact: Admissions Office, New England Institute of Technology, Providence, RI 02852. (401) 467-7744.

642 NORTH BENNET STREET SCHOOL

LOCKSMITHING

Specialization: All mechanical locking devices, masterkeying, removable core cylinders, and safe manipulation.

Dates: Sept. 5 to June 28.

Instruction: Location Boston, Massachusetts; at school. Methods lectures, discussion groups, individualized instruction, "hands-on" training. By professional instructors.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 15 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency on intermediate level is required.

Cost: \$5,900 for tuition, tools, accident insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline four months prior. Fee none.

Contact: Ainsley G. Donaldson, Director of Admissions, North Bennet Street School, 39 N. Bennet St., Boston, MA 02113. (617) 227-0155.

643 NORTH BENNET STREET SCHOOL

WATCH REPAIR

Specialization: Mechanical and quartz analog watch repair.

Dates: Eleven months; classes begin monthly.

Instruction: Location Boston, Massachusetts; at school. Methods lectures, discussion groups, individualized instruction, "hands-on" training. By professional instructors.

Highlights: Sponsor has offered this short-term program since 1922; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is

not available. 12 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,275 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* four months prior. *Fee* none.

Contact: Ainsley G. Donaldson, Director of Admissions, North Bennet Street School, 39 N. Bennet St., Boston, MA 02113. (617) 227-0155.

644 NORTHEAST INSTITUTE OF INDUSTRIAL TECHNOLOGY

Specialization: Programs available in architectural drafting and computer-aided design, electronics, solar heating, environmental controls, air conditioning, HVAC, industrial electronics, computer applications, drafting and design, electrical technology, and refrigeration.

Dates: Sept. to Aug. and Jan. to Jan.

Instruction: *Location* Boston, Massachusetts: at institute. *Methods* lectures, field trips, "hands-on" training, computer-assisted instruction. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1942; programs will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutorial services. 75 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 350.

Cost: About \$9,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1 and Nov. 1. *Fee* \$25; not refundable.

Contact: G.M. Galvin, Northeast Institute of Industrial Technology, 41 Phillips St., Boston, MA 02114. (617) 523-2813.

645 PARKLAND COLLEGE

CLOCK REPAIR CERTIFICATE

Specialization: Repair and restoration of mechanical clocks, including hour, half-hour strike, full chime, 400-day and balance wheel.

Dates: Aug. to June.

Instruction: *Location* Champaign, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1967; programs will be offered in 1985. Certificate upon completion of 35 semester hours and constitutional examination. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$10,300 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

646 PARKLAND COLLEGE

Specialization: Proficiency in watch repair.

Dates: Aug. to Jan.

Instruction: *Location* Champaign, Illinois: on campus; at work site. *Methods* lectures, discussion groups, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1967; programs will be offered in 1985. Certificate upon completion of 16 semester hours. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: \$1,500 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

647 PHILADELPHIA TECHNICAL INSTITUTE-SCHOOL OF TRADES

Specialization: Sign painting, show card writing.

Dates: 1800 hours; continuous enrollment.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1935; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 400.

Cost: \$5,850 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open *Fee* \$300; refundable only upon visa denial.

Contact: Philadelphia Technical Institute-School of Trades, 231 N. Broad St., Philadelphia, PA 19107. (215) 563-4547.

648 POLYTECHNICAL INSTITUTE

Specialization: Programs available in electronic technology, major appliance repair, and commercial refrigeration, air conditioning, and heating.

Dates: Classes begin monthly.

Instruction: *Location* Santa Clara, California: at institute; at work site. *Methods* lectures, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1971; programs will be offered in 1985. Certificate upon final examination. Practical training is a program component; participants are not paid. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 300 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: About \$4,500 for tuition, books. **Scholarship:** Partial.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$100; not refundable. *Scholarship application deadline* not given.

Contact: Admissions, Polytechnical Institute, 890 Pomeroy Ave., Santa Clara, CA 95051. (408) 247-8818.

649 PROFESSIONAL DIVING SCHOOL OF NEW YORK

Specialization: Commercial diving using North Sea standards.

Dates: 15 weeks: classes begin monthly.

Instruction: *Location* City Island, New York: at school. *Methods* lectures, discussion groups, "hands-on" training, independent study/research. *By* professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate upon minimum 84% grade average. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* trade skills preferred, but not necessary. *Language* English proficiency is required.

Cost: \$3,245 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable.

Contact: Sandra Jones, Professional Diving School of New York, Inc., 222 Fordham St., City Island, NY 10464. (212) 885-0600. Telex: 147242 IUCINCNYK.

650 TECHNICAL CAREERS INSTITUTE

Specialization: Programs available in electronics, refrigeration, air conditioning and heating, automotive technology, auto body technology, diesel mechanics, and welding.

Dates: Classes begin Jan., April, July, and Sept.

Instruction: *Location* West Haven, Connecticut: at institute. *Methods* "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1972; programs will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 1,200 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* work sample, written exam. *Language* English proficiency is required. TOEFL.

Cost: About \$6,000 for tuition, books.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$100; refundable.

Contact: George Simmons, Technical Careers Institute, 11 Kimberly Ave., West Haven, CT 06516. (203) 932-2282.

651 UNIVERSAL TECHNICAL INSTITUTE

Specialization: Programs available in refrigeration, air conditioning and heating, auto mechanics, and auto body repair and painting.

Dates: 1080 clock hours: classes begin every four weeks.

Instruction: *Location* Omaha, Nebraska: at institute. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1946; programs will be offered in 1985. Certificate. Practical training is a program component; participants are not

paid. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 30 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,695 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; not refundable.

Contact: John Turek, Admissions Director, Universal Technical Institute, 902 Capitol Ave., Omaha, NE 68102. (402) 345-2422.

652 WAKE TECHNICAL COLLEGE

Specialization: One-year diploma programs available in heavy equipment repair, industrial maintenance, machine shop practices, and tool and die practices. Six-month certificate program available in practical plumbing.

Dates: See Specialization.

Instruction: *Location* Raleigh, North Carolina; at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$255 per 11-week quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.

Aeronautics

653 AERO TECHNICIANS

AVIATION MAINTENANCE TECHNICIAN

Specialization: Airframe and powerplant mechanics.

Dates: One year: classes begin June, mid Aug., and Jan.

Instruction: *Location* Rexburg, Idaho; at school. *Methods* discussion groups, individualized instruction, "hands-on" training, science labs. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 40% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 350.

Cost: Not given.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: Julina S. Hart, Registrar, P.O. Box 7, Aero Technicians Inc., Rexburg Airport, Rexburg, ID 83440. (208) 356-4446.

654 AERO TECHNICIANS

AVIONICS

Specialization: Aircraft electronics.

Dates: One year: classes begin June, mid Aug., and Jan.

Instruction: Location: Rexburg, Idaho: at school. *Methods:* discussion groups, individualized instruction, "hands-on" training, science labs. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 40% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. *Professional none.* Language: English proficiency on intermediate level is required. TOEFL: 350.

Cost: Not given.

Housing: In apartments.

Application: Deadline open. Fee \$25; not refundable.

Contact: Julina S. Hart, Registrar, P.O. Box 7, Aero Technicians Inc., Rexburg Airport, Rexburg, ID 83440. (208) 356-4446.

655 AERO TECHNICIANS

FLIGHT TRAINING

Specialization: Private, commercial, instrument, and flight instructor training.

Dates: One year: classes begin weekly.

Instruction: Location: Rexburg, Idaho: at school. *Methods:* discussion groups, individualized instruction, "hands-on" training, science labs. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 40% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. *Professional none.* Language: English proficiency on intermediate level is required. TOEFL: 350.

Cost: Not given.

Housing: In apartments.

Application: Deadline open. Fee \$25; not refundable.

Contact: Julina S. Hart, Registrar, P.O. Box 7, Aero Technicians Inc., Rexburg Airport, Rexburg, ID 83440. (208) 356-4446.

656 COLORADO AERO TECH

AVIATION MAINTENANCE TECHNICIAN

Specialization: Two programs which can be combined or taken independently leading to FAA licensure in airframe and/or powerplant mechanics.

Dates: Eight months each, 15 months combined: classes begin every five weeks.

Instruction: Location: Broomfield, Colorado or Cheyenne, Wyoming: at school. *Methods:* lectures, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered short-term programs since 1965; programs will be offered in 1985. Certificate upon completion of all instruction and school final examination. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring, housing assistance. 770 participants; 8% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. *Professional none.* Language: English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$8,800 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline four weeks prior. Fee not given.

Contact: Don Kersting or Barry Scoles, Colorado Aero Tech, 10851 W. 120 Ave., Broomfield, CO 80020. (303) 466-1714.

657 EAST COAST AERO TECHNICAL SCHOOL AIRFRAME MAINTENANCE

Specialization: Airframe mechanics for FAA licensure.

Dates: Eleven months; classes begin every seven weeks.

Instruction: Location Lexington, Massachusetts; at school. *Methods:* lectures, "hands-on" training, independent study/research. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1946; program will be offered in 1985. Certificate upon completion of time, exams, and required projects. Practical training is a program component; participants are not paid. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for individual counseling, private tutoring. 60 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$6,191 for tuition, books, fees, licensing, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline 30 days prior. Fee \$25; refundable.

Contact: Robert J. McTigue, Vice President, East Coast Aero Technical School, Box 426, Hanscom Field, Lexington, MA 02173. (617) 274-6400.

658 EAST COAST AERO TECHNICAL SCHOOL POWERPLANT MAINTENANCE

Specialization: Powerplant mechanics for FAA licensure.

Dates: Eleven months; classes begin every seven weeks.

Instruction: Location Lexington, Massachusetts; at school. *Methods:* lectures, "hands-on" training, independent study/research. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1946; program will be offered in 1985. Certificate upon completion of time, exams, and required projects. Practical training is a program component; participants are not paid. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for individual counseling, private tutoring. 60 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$6,191 for tuition, books, fees, licensing, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline 30 days prior. Fee \$25; ref.: table.

Contact: Robert J. McTigue, Vice President, East Coast Aero Technical School, Box 426, Hanscom Field, Lexington, MA 02173. (617) 274-6400.

659 E.T. AVIATION**AIRLINE TRANSPORT PILOT**

Specialization: Flight and ground training.

Dates: Two weeks; 28 hours flight training.

Instruction: Location Melbourne, Florida; at school; airport. *Methods:* lectures, individualized instruction. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional FAA certification; contact school for specific information. Language English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$2,840 for flight training only.

Housing: In dormitories upon availability. If unavailable, sponsor does not assist in locating housing.

Application: *Deadline* three weeks prior. *Fee* not given.

Contact: Thomas R. Keine, Chief Flight Instructor, F.I.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

660 E.T. AVIATION

AIRPLANE FLIGHT INSTRUCTOR

Specialization: Flights and ground training.

Dates: Four to six weeks; 55 hours flight training.

Instruction: *Location* Melbourne, Florida: at school; airport. *Methods* lectures, individualized instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20AB, I-20MN, LAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* FAA certification, contact school for specific information. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$1,382.70 for flight training only.

Housing: In dormitories upon availability. If unavailable, sponsor does not assist in locating housing.

Application: *Deadline* three weeks prior. *Fee* not given.

Contact: Thomas R. Keine, Chief Flight Instructor, F.I.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

661 E.T. AVIATION

Specialization: Boeing 727 commercial pilot training.

Dates: 35 hours.

Instruction: *Location* Melbourne, Florida: at school; airport. *Methods* lectures, individualized instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20AB, I-20MN, LAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$985 for flight training only.

Housing: In dormitories upon availability. If unavailable, sponsor does not assist in locating housing.

Application: *Deadline* three weeks prior. *Fee* not given.

Contact: Thomas R. Keine, Chief Flight Instructor, F.I.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

662 E.T. AVIATION

COMMERCIAL-INSTRUMENT

Specialization: Flight and ground training to qualify for Private Pilot/Commercial Pilot with instrument rating.

Dates: Six to seven months; 242 hours flight training.

Instruction: *Location* Melbourne, Florida: at school; airport. *Methods* lectures, individualized instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20AB, I-20MN,

IAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* FAA certification; contact school for specific information. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$7,302.30 for flight training only.

Housing: In dormitories upon availability. If unavailable, sponsor does not assist in locating housing.

Application: *Deadline* three weeks prior. *Fee* not given.

Contact: Thomas R. Keine, Chief Flight Instructor, F.L.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

663 F.L.T. AVIATION

FLIGHT INSTRUCTOR—INSTRUMENT

Specialization: Flight and ground training.

Dates: Two weeks; 30 hours flight training.

Instruction: *Location* Melbourne, Florida; at school; airport. *Methods* lectures, individualized instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* private or commercial certificate, medical and radio operators permit. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$1,020 for flight training only.

Housing: In dormitories upon availability. If unavailable sponsor does not assist in locating housing.

Application: *Deadline* three weeks prior. *Fee* not given.

Contact: Thomas R. Keine, Chief Flight Instructor, F.L.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

664 F.L.T. AVIATION

INSTRUMENT PILOT RATING

Specialization: Flight and ground training.

Dates: Two to three weeks; 53 hours flight training.

Instruction: *Location* Melbourne, Florida; at school; airport. *Methods* lectures, individualized instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. *Professional* FAA certification; contact school for specific information. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$1,386 for flight training only.

Housing: In dormitories upon availability. If unavailable sponsor does not assist in locating housing.

Application: *Deadline* three weeks prior. *Fee* not given.

Contact: Thomas R. Keine, Chief Flight Instructor, F.L.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

665 E.I.T. AVIATION

MULTI-ENGINE INSTRUCTOR

Specializations: Flight and ground training.

Dates: Two to three weeks; 33 hours flight training.

Instructions: *Location:* Melbourne, Florida; at school; airport. *Methods:* lectures, individualized instruction. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20/AB, I-20/MN, LAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* FAA certification; contact school for specific information. *Language:* English proficiency on intermediate level is required. TOEFL: 350.

Cost: \$2,656 for flight training only.

Housing: In dormitories upon availability. If unavailable sponsor does not assist in locating housing.

Applications: *Deadline:* three weeks prior. *Fee:* not given.

Contact: Thomas R. Kenne, Chief Flight Instructor, E.I.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

666 E.I.T. AVIATION

PRIVATE PILOT

Specializations: Flight and ground training.

Dates: Ten weeks; 64.5 hours flight training.

Instructions: *Location:* Melbourne, Florida; at school; airport. *Methods:* lectures, individualized instruction. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon meeting all FAA requirements. Issues I-20/AB, I-20/MN, LAP-66. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 10% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* FAA 3rd class medical student certificate and radio telephone operators certificate. *Language:* English proficiency on intermediate level is required. TOEFL: 350.

Cost: \$1,367.50 for flight training only.

Housing: In dormitories upon availability. If unavailable sponsor does not assist in locating housing.

Applications: *Deadline:* three weeks prior. *Fee:* not given.

Contact: Thomas R. Kenne, Chief Flight Instructor, E.I.T. Aviation, Inc., 640 Harry Sutton Rd., Melbourne, FL 32901. (305) 727-0461.

667 FLIGHTSAFETY INTERNATIONAL

Specializations: Commercial pilot category training (Helicopter.)

Dates: Five weeks; classes start monthly.

Instructions: *Location:* Vero Beach, Florida; at school. *Methods:* lectures, individualized instruction, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon completing 34 hours academic and 35 hours flight instruction. Issues I-20/MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for counseling. 18 participants; 70% foreign enrollment in 1985. Program is evaluated.

Eligibility: *Academic:* secondary school. Must meet FAA age and medical requirements. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$6,433.40 fee nation.

Housing: In dormitories.

Application: *Deadline:* two weeks prior. *Fee:* \$25; refundable.

Contact: Director of Admissions, FlightSafety International, Inc., P.O. Box 2708, Vero Beach, FL 32960. (305) 567-3178. Telex: FLIGHT 665860/W.

668 FLIGHTSAFETY INTERNATIONAL

Specialization: Commercial pilot category rating. (Airplane.)

Dates: 26 weeks; classes start monthly.

Instruction: *Location:* Vero Beach, Florida; at school. *Methods:* lectures, individualized instruction, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon completing 178 hours academic and 195 hours flight instruction. Issues I-20/MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for counseling. 18 participants; 70% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic:* secondary school. Must meet FAA age and medical requirements. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$8,539.10 fee nation.

Housing: In dormitories.

Application: *Deadline:* two weeks prior. *Fee:* \$25; refundable.

Contact: Director of Admissions, FlightSafety International, Inc., P.O. Box 2708, Vero Beach, FL 32960. (305) 567-3178. Telex: FLIGHT 665860/W.

669 FLIGHTSAFETY INTERNATIONAL

Specialization: Multiengine rating.

Dates: Two weeks; classes start monthly.

Instruction: *Location:* Vero Beach, Florida; at school. *Methods:* lectures, individualized instruction, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon completing 15 hours academic and 15 hours flight instruction. Issues I-20/MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for counseling. 18 participants; 70% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic:* secondary school. Must meet FAA age and medical requirements. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$5,131.35 fee nation.

Housing: In dormitories.

Application: *Deadline:* two weeks prior. *Fee:* \$25; refundable.

Contact: Director of Admissions, FlightSafety International, Inc., P.O. Box 2708, Vero Beach, FL 32960. (305) 567-3178. Telex: FLIGHT 665860/W.

670 FLIGHTSAFETY INTERNATIONAL

Specialization: Turbine helicopter transition.

Dates: Five weeks; classes start monthly.

Instruction: *Location:* Vero Beach, Florida; at school. *Methods:* lectures, individualized instruction, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon completing 15 hours academic and 10 hours flight

instruction. Issues I-200EN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available for counseling. 18 participants; 70% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic:* secondary school. Must meet FAA age and medical requirements. *Professional note:* Language: English proficiency on intermediate level is required. TOEFL: 350).

Cost: \$3,995.50 for tuition.

Housing: In dormitories.

Application: Deadline two weeks prior. Fee \$25; refundable.

Contact: Director of Admissions, FlightSafety International, Inc., P.O. Box 2708, Vero Beach, FL 32960. (905) 567-3178. Telex: FLIGHT 665860/W.

671 NATIONAL EDUCATION CENTER—SPARTAN SCHOOL OF AERONAUTICS

Specialization: Non-destructive testing.

Dues: Seven months; classes begin every two months.

Instruction: *Location:* Tulsa, Oklahoma, at center. *Methods:* lectures, "hands-on" training, by center faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-200EN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional note:* Language: English proficiency on advanced level is required. TOEFL: 500.

Cost: \$4,675 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline none. Fee \$100; not refundable.

Contact: Paul Davis, Admissions Counselor, Spartan School of Aeronautics, 8829 E. Pine, Tulsa, OK 74131. (918) 836-6886.

672 NORTH AMERICAN INSTITUTE OF AVIATION PROFESSIONAL PILOT

Specialization: Training for FAA licensure in private, commercial instrument, multi-engine, instructor ratings, and airline transport rating.

Dues: March to Sept., June to Dec., Sept. to March, and Dec. to June.

Instruction: *Location:* Conway, South Carolina, at institute; airport. *Methods:* lectures, case studies, field trips, individualized instruction, "hands-on" training, language labs, independent study/research, by institute faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate upon passing FAA written and flight examinations. Practical training is a program component; participants are paid. Issues I-20AB, LAP-66. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. English tutoring class is available. 50 participants; 60% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic:* secondary school. *Professional note:* Language: English proficiency on intermediate level is required. TOEFL: 500 or NADA tests.

Cost: \$17,995 inclusive.

Housing: In mobile homes.

Application: Deadline 30 days prior. Fee none.

Contact: Douglas W. Beckner, President, N.A. Institute of Aviation, Conway-Horry County Airport, Conway, SC 29526. (803) 367-9111.

**673 RIVERSIDE SCHOOL
OF AERONAUTICS****AVIATION MAINTENANCE TECHNOLOGY**

Specialization: Airframe and powerplant mechanics.

Dates: 50 weeks; classes begin Jan., April, July, and Oct.

Instruction: Location: Utica, New York; at school. *Methods:* lectures, "hands-on" training. *By:* industry/professional lecturers.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon completion of 2,000 clock hours. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. 120 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic: secondary school. Knowledge of algebra. *Professional none.* *Language:* English proficiency on advanced level is required. TOEFL.

Cost: \$4,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* 30 days prior. *Fee:* \$25; not refundable.

Contact: Gloria L. Santucci, Director, Riverside School of Aeronautics, Riverside Airport, P.O. Box 444, Utica, NY 13503. (515) 736-5241.

Automotive and Diesel

674 ABC TECHNICAL AND TRADE SCHOOLS**AUTOMOTIVE MECHANIC**

Specialization: Two-level program encompassing chassis, alignment/brakes, power transmissions, and air conditioning; and tune-ups, emissions, engines, and ignitions.

Dates: Twenty-four weeks; classes begin 13 times a year.

Instruction: Location: Tucson, Arizona; at school. *Methods:* lectures, discussion groups, field trips, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is not available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: pass mechanical aptitude test. *Professional:* not given. *Language:* English proficiency on intermediate level is required.

Cost: \$4,308.75 for tuition, books, tools, safety insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* five days prior. *Fee:* \$75; not refundable.

Contact: D. Marshall Maher, School Director, ABC Technical and Trade Schools, 3761 E. Aviation Hwy., Tucson, AZ 85713. (602) 748-1762.

675 ABC TECHNICAL AND TRADE SCHOOLS**DIESEL MECHANIC**

Specialization: Two-level program encompassing hydraulics, electrical/refrigeration, and power transmissions; and fuel systems and engineering.

Dates: 24 weeks; classes begin 13 times a year.

Instruction: Location: Tucson, Arizona; at school. *Methods:* lectures, discussion groups, field trips, "hands-on" training. *By:* school faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is not available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* pass mechanical aptitude test. *Professional:* not given. *Language:* English proficiency on intermediate level is required.

Cost: \$4,510.35 for tuition, books, tools, safety insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* five days prior. *Fee:* \$75; not refundable.

Contact: D. Marshall Maher, School Director, ABC Technical and Trade Schools, 5761 E. Aviation Hwy., Tucson, AZ 85713. (602) 748-1762.

676 ALPENA COMMUNITY COLLEGE

AUTO BODY REPAIR

Specializations: Removal, repair, replacing, and painting of auto body panels and fenders.
Dates: Aug. to July.

Instruction: *Location:* Alpena, Michigan; on campus. *Methods:* lectures, discussions groups, case studies, individualized instruction, "hands-on" training. By college faculty.

Highlights: Sponsor has offered this short-term program since 1969; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for learning skills center. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is preferred. TOEFL: 480.

Cost: \$3,400 inclusive.

Housing: In dormitories.

Application: *Deadline:* 30 days prior. *Fee:* none.

Contact: Max Lindsay, Director of Admissions, Alpena Community College, 666 Johnson, Alpena, MI 49707. (517) 356-9021.

677 ALPENA COMMUNITY COLLEGE

AUTO SERVICE AND REPAIR

Specializations: Repair and service of auto engines, drive trains, brakes, and related equipment.

Dates: Aug. to July.

Instruction: *Location:* Alpena, Michigan; on campus. *Methods:* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. By college faculty.

Highlights: Sponsor has offered this short-term program since 1969; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for learning skills center. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is preferred. TOEFL: 480.

Cost: \$3,400 inclusive.

Housing: In dormitories.

Application: *Deadline:* 30 days prior. *Fee:* none.

Contact: Max Lindsay, Director of Admissions, Alpena Community College, 666 Johnson, Alpena, MI 49707. (517) 356-9021.

678 AMERICAN MOTORCYCLE SCHOOLS

MOTORCYCLE TECHNOLOGY

Specializations: Motorcycle mechanics and technology.

Dates: Six months; classes begin every six weeks.

Instruction: *Location:* Santa Fe Springs, California; at school. *Methods:* lectures, discussion groups, case studies, field trips, "hands-on" training, science labs, independent study/research. By school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate. Professional certification after one year practical training.

Practical training is a post-program component; participants are paid. Issues 1-20AB, 1-20MN. A foreign student counselor/adviser is available for housing assistance. 30 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* mechanical aptitude. *Language:* English proficiency on intermediate level is preferred. Validation from U.S. embassy as to proficiency.

Cost: \$3,770 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* two weeks prior. *Fee:* \$150; refundable within 48 hours of application date.

Contact: Dr. Charles Ochsner, Chairman, American Motorcycle Schools, 10025 Shoemaker Ave., Santa Fe Springs, CA 90670. (213) 944-0121.

679 AUTO BODY INSTITUTE

Specialization: Auto body repair.

Dates: 32 weeks; classes begin weekly.

Instruction: *Location:* San Diego, California; at institute; professional work site. *Methods:* lectures, case studies, field trips, individualized instruction, "hands-on" training. *By:* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon completing 1,120 clock hours of instruction. Issues 1-20MN. A foreign student counselor/adviser is available. Services coordinated through community agencies and area colleges and universities. 32 participants; 6% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* none. *Professional:* none. *Language:* English proficiency on beginning level is preferred.

Cost: \$6,262.50 for tuition, books, tools, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* \$162.50; refundable.

Contact: Melissa Fike, Auto Body Institute, P.O. Box 13686, San Diego, CA 92113. (619) 231-0052.

680 AUTO BODY INSTITUTE

Specialization: Auto painting and refinishing.

Dates: 26 weeks; classes begin weekly.

Instruction: *Location:* San Diego, California; at institute; professional work site. *Methods:* lectures, case studies, field trips, individualized instruction, "hands-on" training. *By:* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon completing 920 clock hours of instruction. Issues 1-20MN. A foreign student counselor/adviser is available. Services coordinated through community agencies and area colleges and universities. 32 participants; 6% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* none. *Professional:* none. *Language:* English proficiency on beginning level is preferred.

Cost: \$4,737.50 for tuition, books, tools, health insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* \$162.50; refundable.

Contact: Melissa Fike, Auto Body Institute, P.O. Box 13686, San Diego, CA 92113. (619) 231-0052.

681 AUTOMOTIVE TRAINING INSTITUTE

Specialization: Programs available in auto mechanics, auto/diesel mechanics, and marine mechanics.

Dates: One year: classes begin in April, June, Sept., and Nov.

Instruction: Location: Virginia Beach, Virginia: at institute. Methods: lectures, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered short-term programs since 1974; programs will be offered in 1985. Certificate upon minimum 70% grade point average. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 50 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: pass mechanical aptitude test. Professional: none. Language: English proficiency on intermediate level is required.

Cost: \$5,121 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: open. Fee: not given.

Contact: Milton S. Harrell, Admissions Director, Automotive Training Institute, 5700 Southern Blvd., Virginia Beach, VA 23462. (804) 490-1241.

682 CHICAGO SCHOOL OF AUTOMATIC TRANSMISSIONS

Specialization: Automotive-automatic transmissions.

Dates: 20 weeks: open enrollment.

Instruction: Location: Chicago, Illinois. Methods: lectures, "hands-on" training. Class offered in English and Spanish. By professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1954; program will be offered in 1985. Certificate upon successful completion and 90% attendance. Issues I-20AB. A foreign student counselor/adviser is not available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required.

Cost: \$1,222 for tuition, books, health insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline: none. Fee: \$75; not refundable.

Contact: Herman L. James, Chicago School of Automatic Transmissions, 1717 S. Wabash Ave., Chicago IL 60616. (312) 663-5117.

683 CHICAGO SCHOOL OF AUTOMATIC TRANSMISSIONS

Specialization: Automotive body and fender.

Dates: 21 weeks: open enrollment.

Instruction: Location: Chicago, Illinois. Methods: lectures, "hands-on" training. Class offered in English and Spanish. By professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon successful completion and 90% attendance. Issues I-20AB. A foreign student counselor/adviser is not available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on beginning level is required.

Cost: \$1,577.70 for tuition, books, health insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: Deadline: none. Fee: \$75; not refundable.

Contact: Herman L. James, Chicago School of Automatic Transmissions, 1717 S. Wabash Ave., Chicago IL 60616. (312) 663-5117.

684 CHICAGO SCHOOL OF AUTOMATIC TRANSMISSIONS

Specialization: Automotive mechanics.

Dates: 30 weeks; open enrollment.

Instruction: Location Chicago, Illinois. *Methods* lectures, "hands-on" training. Class offered in English and Spanish. By professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1954; program will be offered in 1985. Certificate upon successful completion and 90% attendance. Issues I-20AB. A foreign student counselor/adviser is not available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,178 for tuition, books, health insurance.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$75; not refundable.

Contact: Herman L. James, Chicago School of Automatic Transmissions, 1717 S. Wabash Ave., Chicago IL 60616. (312) 663-5117.

685 DIESEL INSTITUTE OF AMERICA

Specialization: Diesel engine and heavy truck repair.

Dates: May 21 to Nov. 21, July 30 to Feb. 1, Sept. 24 to March 28, and Nov. 26 to May 29.

Instruction: Location Cheverly, Maryland; at school's mechanics shop. *Methods* lectures (15%), "hands-on" training (85%). By professional instructors.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 50 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,395 for tuition.

Housing: In apartments.

Application: *Deadline* not given. *Fee* \$500; refundable.

Contact: Diesel Institute of America, 5600 Columbia Park Rd., Cheverly, MD 20785. (301) 322-7400.

686 EL PASO COMMUNITY COLLEGE

Specialization: Auto parts.

Dates: Aug. to March.

Instruction: Location El Paso, Texas; on campus; at work site. *Methods* lectures, discussion groups, "hands-on" training. By college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon completion of 720 clock hours of instruction. Practical training is a program component; participants are paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$150 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

687 FLORIDA INSTITUTE OF TECHNOLOGY

DIESEL TECHNICIAN

Specialization: Intensive 440 hours study in disassembly and assembly of major industrial diesels including air intake, exhaust, cooling, controls, fuel injection, governors, and oil.

Dates: Sept. 26 to Dec. 10, Jan. 2 to March 16, March 26 to June 8, and June 18 to Aug. 31.

Instruction: Location: Jensen Beach, Florida: on campus. Methods: lectures, discussion groups, individualized instruction, "hands-on" training. By college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon instructor's evaluation and testing. Issues I-20AB, I-20MN, IAP-66. A foreign student counselor/adviser is available for counseling. International Student Club on campus. ESL instruction available at Melbourne, Florida campus. 15 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language: English proficiency on advanced level is required. TOEFL: 550.

Cost: \$2,550 inclusive.

Housing: In dormitories.

Application: Deadline two months prior. Fee \$25; not refundable.

Contact: Robert Vanover, Director of Admissions, Florida Institute of Technology, 1707 N.E. Indian River Dr., Jensen Beach, FL 33457. (305) 334-4200.

688 FLORIDA INSTITUTE OF TECHNOLOGY

OUTBOARD TECHNICIAN

Specialization: Intensive 440 hours study in assembly, disassembly, and trouble-shooting of outboard motors.

Dates: Sept. 26 to Dec. 10, Jan. 2 to March 16, and June 8 to Aug. 31.

Instruction: Location: Jensen Beach, Florida: on campus. Methods: lectures, discussion groups, individualized instruction, "hands-on" training. By college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon instructor's evaluation and testing. May also receive factory-trained certificate from Johnson-Evinrude Corporation. Issues I-20AB, I-20MN, IAP-66. A foreign student counselor/adviser is available for counseling. International Student Club on campus. ESL instruction available at Melbourne, Florida campus. 15 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language: English proficiency on advanced level is required. TOEFL: 550.

Cost: \$2,500 inclusive.

Housing: In dormitories.

Application: Deadline two months prior. Fee \$25; not refundable.

Contact: Robert Vanover, Director of Admissions, Florida Institute of Technology, 1707 N.E. Indian River Dr., Jensen Beach, FL 33457. (305) 334-4200.

689 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Auto body repair.

Dates: One year: classes begin every three months.

Instruction: Location: Waterloo, Iowa: at institute. Methods: lectures, discussion groups, field trips, individualized instruction, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 10 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$3,104 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

690 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Auto mechanics.

Dates: One year: classes begin every three months.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$3,160 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

691 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Auto parts management.

Dates: Oct. to Sept.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 13 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,448 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

692 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Truck and bus driver training.

Dates: Six weeks: classes begin every six weeks.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student

counselor/adviser is available. 10 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$598 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

693 INDIANA VOCATIONAL TECHNICAL COLLEGE

AUTOMOTIVE SERVICE TECHNOLOGY

Specialization: Chassis and suspension, engine theory and design, braking systems, engine tools and equipment, and other aspects of automotive mechanics.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 60 credit hours. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* none. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,245 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond IN 47374. (317) 966-2636.

694 IOWA LAKES COMMUNITY COLLEGE

AUTO BODY MECHANICS

Specialization: Welding, metal straightening, refinishing, and front end alignment.

Dates: Aug. to Aug.

Instruction: *Location* Emmetsburg, Iowa: at college. *Methods* lectures, "hands-on" training. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$4,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$10; not refundable.

Contact: Dallas Freeman, Director of Admissions, Iowa Lakes Community College, Estherville, IA 51334. (712) 362-2604.

695 IOWA LAKES COMMUNITY COLLEGE

Specialization: Motorcycle mechanics.

Dates: Aug. to May.

Instruction: *Location* Emmetsburg, Iowa: at college. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB,

I-20MN: Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; no foreign enrollment in 1985. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional none.* Language English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$4,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline Aug. 1.* Fee \$10; not refundable.

Contact: Dallas Freeman, Director of Admissions, Iowa Lakes Community College, Estherville, IA 51334. (712) 362-2604.

696 LINCOLN TECHNICAL INSTITUTE-ILLINOIS

Specialization: Programs available in automotive or diesel truck technology (40 weeks each). A combined, 52-week program is also available.

Dates: See Specialization. Classes begin monthly.

Instruction: Location Norridge or Oak Lawn, Illinois; at institute. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1902; programs will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 1,200 participants; 1% foreign enrollment in 1985. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: Academic secondary school. *Professional none.* Language English proficiency is required.

Cost: \$5,742 for 40 weeks; \$7,317 for 52 weeks for tuition, books, accident insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline open.* Fee \$125; refundable.

Contact: Lawrence E. Brown, Director, Lincoln Technical Institute, 7320 W. Agate Ave., Norridge, IL 60656. (312) 625-1535.

697 LINCOLN TECHNICAL INSTITUTE-INDIANAPOLIS

Specialization: Automotive and diesel mechanics and management.

Dates: One year: classes begin every five weeks.

Instruction: Location Indianapolis, Indiana; at institute. *Methods* lectures, field trips, "hands-on" training, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1946; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB. A foreign student counselor/adviser is not available. 1,400 participants; 1% foreign enrollment in 1985. Program is not evaluated.

Eligibility: Academic secondary school. *Professional none.* Language English proficiency on beginning level is required.

Cost: \$8,900 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline none.* Fee \$150; not refundable.

Contact: Patricia Wilson, Lincoln Technical Institute, 1201 Stadium Dr., Indianapolis, IN 46202. (317) 632-5553.

698 MISSISSIPPI GULF COAST JUNIOR COLLEGE

AUTO BODY REPAIR

Specialization: Auto body repair and refinishing.

Dates: 1,380 clock hours; classes begin Aug. 17, Jan. 3, and May 23.

Instruction: Location Lucedale or Gulfport, Mississippi; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not

eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: Deadline open. Fee \$30; not refundable.

Contact: Dean of Student Services, George County Occupational Training Center, Lucedale, MS 39452. (601) 947-4201 or Dean of Student Services, Harrison County Occupational Training Center, Gulfport, MS 39501. (601) 896-4822.

699 MISSISSIPPI GULF COAST JUNIOR COLLEGE AUTOMOTIVE MECHANICS

Specialization: Automotive repair and tune-ups.

Dates: 2160 clock hours; classes begin Aug. 17, Jan. 3, and May 23.

Instructions: Location: Gautier or Perkinston, Mississippi; on campus. Methods: lectures, discussion groups, field trips, individualized instruction, "hands-on" training. By college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: Deadline open. Fee \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602 or Dean of Student Services, Mississippi Gulf Coast Junior College, Perkinston Campus, Perkinston, MS 39573. (601) 928-5211.

700 MISSISSIPPI GULF COAST JUNIOR COLLEGE AUTOMOTIVE MECHANICS

Specialization: Automotive engine repair, tune-ups, and mechanics.

Dates: 1380 clock hours; open entry, open exit.

Instructions: Location: Gulfport, Mississippi; on campus. Methods: lectures, discussion groups, field trips, individualized instruction, "hands-on" training. By college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school. Professional none. Language English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: Deadline open. Fee \$30; not refundable.

Contact: Dean of Student Services, Harrison County Occupational Training Center, Gulfport, MS 39501. (601) 896-4822.

701 MISSISSIPPI GULF COAST JUNIOR COLLEGE

Specialization: Maintenance and repair of diesel engines and components.

Dates: 2160 clock hours; classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location:* Handsboro Station Gulfport, Mississippi; on campus. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline:* open. *Fee:* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jefferson Davis Campus, Handsboro Station Gulfport, MS 39501. (601) 896-3355.

702 MISSISSIPPI GULF COAST JUNIOR COLLEGE**DIESEL MECHANICS**

Specialization: Training in the maintenance and repair of diesel engines and associated equipment.

Dates: 1080 clock hours; classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location:* Gautier, Mississippi; on campus. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline:* open. *Fee:* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602.

703 MISSISSIPPI GULF COAST JUNIOR COLLEGE**MARINE MAINTENANCE**

Specialization: Inboard and outboard tune-ups, outdrives repairs, and small power plant general repair.

Dates: 1080 clock hours; classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location:* Gautier, Mississippi; on campus. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline:* open. *Fee:* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602.

704 MOTORCYCLE MECHANICS INSTITUTE

Specialization: Maintenance and repair of all types of motorcycles.

Dates: Six months: classes begin every six weeks.

Instruction: *Location* Phoenix, Arizona: at institute. *Methods* lectures, "hands-on" training. *By* institute faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is not available. 20 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$3,950 for tuition, books.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$150; not refundable.

Contact: David K. Muier, Motorcycle Mechanics Institute, 2844 W. Deer Valley Rd., Phoenix, AZ 85027. (602) 869-9644.

705 NASHVILLE AUTO DIESEL COLLEGE

Specialization: Auto and diesel technology.

Dates: 38 weeks: open entry.

Instruction: *Location* Nashville, Tennessee: at college. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1919; program will be offered in 1985. Certificate upon completing 1,200 clock hours. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 800-1,000 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,945 for tuition, books.

Housing: In dormitories, apartments.

Application: *Deadline* 90 days prior. *Fee* one-half tuition.

Contact: Peggy Robertson, Nashville Auto Diesel College, 1524 Gallatin Rd., Nashville, TN 37206. (615) 226-3990.

706 NASHVILLE AUTO DIESEL COLLEGE

Specialization: Auto body repair.

Dates: 38 weeks: open entry.

Instruction: *Location* Nashville, Tennessee: at college. *Methods* lectures, discussion groups, individualized instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1919; program will be offered in 1985. Certificate upon completing 1,200 clock hours. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 800-1,000 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,745 for tuition, books.

Housing: In dormitories, apartments.

Application: *Deadline* 90 days prior. *Fee* one-half tuition.

Contact: Peggy Robertson, Nashville Auto Diesel College, 1524 Gallatin Rd., Nashville, TN 37206. (615) 226-3990.

707 NATIONAL BUSINESS SCHOOL

Specialization: Automotive technical service. Bilingual program.

Dates: 600 clock hours: continuous enrollment.

Instruction: *Location* Washington, D.C.: at school; work site. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction. Classes offered in English or Spanish. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. ESL instruction is available. Liaison representative with Hispanic community and Foreign Student Service Council. 30 participants; 50% foreign enrollment in 1983. Program is evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,605 for tuition, books, tools, uniforms.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: David C. Spriggs, National Business School, 1444 P St., NW, Washington, DC 20005. (202) 232-1800.

708 NORTHEASTERN JUNIOR COLLEGE

Specialization: Auto body repair.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

709 NORTHEASTERN JUNIOR COLLEGE

Specialization: Diesel equipment.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

710 OHIO DIESEL TECHNICAL INSTITUTE

DIESEL ENGINE MECHANICS

Specialization: Automotive/truck diesel engine, tractor trailer mechanics. Emphasis on hands-on training.

Dates: One year; classes begin Jan., April, July, and Sept.

Instruction: *Location* Cleveland, Ohio; at institute. *Methods* lectures, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Mechanical tutoring is available. 30 participants; 2% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* exposure to basic mechanics. *Language* English proficiency on intermediate level is required. Wonderlic B: 12.

Cost: \$5,306.15 for tuition, books, health insurance.

Housing: In dormitories, apartments, hotels.

Application: *Deadline* one month prior. *Fee* \$272.75; \$172 refundable.

Contact: Julius A. Brenner, President, Ohio Diesel Technical Institute, 1421 E. 49 St., Cleveland, OH 44103. (216) 881-1700.

711 PARKLAND COLLEGE

Specialization: Automotive service certificate.

Dates: Aug. to July.

Instruction: *Location* Champaign, Illinois; on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 36 semester hours and examination. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling. ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

712 PARKLAND COLLEGE

DIESEL SERVICE CERTIFICATE

Specialization: Prepares student to enter the diesel industry at the entry-level.

Dates: Aug. to July.

Instruction: *Location* Champaign, Illinois; on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 40 semester hours. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling. ESL instruction, and Inter-

national Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

713 PORTER AND CHESTER INSTITUTE

AUTOMOTIVE TECHNOLOGY

Specialization: Gas/diesel automotive technology.

Dates: One year: classes begin Jan., April, July, and Oct.

Instruction: *Location* Rocky Hill, Enfield, Stratford, or Waterbury, Connecticut; at institute. *Methods* lectures, individualized instruction, "hands-on" training. *By* not given.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$5,470 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$75; not refundable.

Contact: Henry J. Kamenzel, Porter and Chester Institute, 2139 Silas Deane Hwy., Rocky Hill, CT 06067. (203) 529-2519.

714 PORTLAND COMMUNITY COLLEGE

AUTOMOTIVE MAINTENANCE

Specialization: Break specialist, alignment specialist, transmission specialist.

Dates: Three-week modules: open entry, open exit.

Instruction: *Location* Portland, Oregon: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, science labs, independent study/research. *By* college faculty, guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 60 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$4,000.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$25; not refundable.

Contact: Patty Wilson, Portland Community College, 12000 S.W. 49, Portland, OR 97219. (503) 244-6111.

715 PORTLAND COMMUNITY COLLEGE

Specialization: Autobody repair.

Dates: Three-week modules: open entry, open exit.

Instruction: *Location* Portland, Oregon: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, science labs, independent study/research. *By* college faculty, guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Practical training is a program component; participants are

not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 60 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$25; not refundable.

Contact: Patty Wilson, Portland Community College, 12000 S.W. 49, Portland, OR 97219. (503) 244-6111.

716 SEATTLE MECHANICS SCHOOL

Specialization: Automotive mechanics.

Dates: July 30 to May 2, Sept. 17 to June 17, Oct. 29 to July 31, and Dec. 12 to Sept. 19.

Instruction: *Location* Seattle, Washington; at school (classroom and shop). *Methods* lectures, field trips, individualized instruction, "hands-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon completing six units of 180 classroom hours each, minimum 70% grade average. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school, mechanical aptitude test. *Professional* none. *Language* English proficiency is required. General Skills Test (school-produced): 70.

Cost: \$4,695 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: William A. Sheehan, Jr., Seattle Mechanics School, 9112 E. Marginal Way South, Seattle, WA 98108. (206) 762-5404.

717 SEQUOIA CAREER SCHOOLS

Specialization: Programs available in automotive and diesel technology.

Dates: Classes begin every seven weeks.

Instruction: *Location* Fremont, California; at school. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1962; programs will be offered in 1985. Certificate upon minimum 70% grade average. Practical training is a program component; participants are not paid. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 720 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$100; not refundable.

Contact: Kenneth G. Heinemann, Vice President-Director, Sequoia Career Schools, Inc., 420 Whitney Pl., Fremont, CA 94539. (415) 490-6900.

718 JAMES SPRUNT TECHNICAL COLLEGE

POWER MECHANICS

Specialization: Programs available in automotive mechanics, automotive technician or automotive diesel mechanics training.

Dates: One year.

Instruction: *Location* Kenansville, North Carolina: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1964; programs will be offered in 1985. Certificate. A foreign student counselor/adviser is available.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$51 per quarter for tuition. **Scholarship:** Full.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Scholarship application deadline* not given.

Contact: Rita B. Brown, Director of Admissions and Records, James Sprunt Technical College, P.O. Box 398, Kenansville, NC 28349. (919) 296-1341, ext. 236.

719 VATTEROTT & SULLIVAN
EDUCATIONAL CENTERS

AUTO MECHANICS

Specialization: Taught in eight phases: automotive internal combustion engines; electrics; tune-up, fuels, and emission control systems; power trains; chassis and suspension; brakes; heating and air conditioning; and automatic transmissions.

Dates: Nine months.

Instruction: *Location* Kansas City, Missouri: at center. *Methods* lectures, "hands-on" training. *By* center faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. I-20 authorization pending. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, school's entrance exam. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$50; not refundable.

Contact: Carol Palermo or Peggy Hunt, Vatterott & Sullivan Educational Centers, 1617 McGee, Kansas City, MO 64108. (816) 471-1811.

720 VATTEROTT & SULLIVAN
EDUCATIONAL CENTERS

AUTO BODY AND REPAIR

Specialization: Taught in four phases: basic welding, shrinking, and brazing; minor metal repair, replacement and spot repair; major replacement and repair; and safety, interior and exterior repair.

Dates: Nine months: classes begin weekly.

Instruction: *Location* Kansas City, Missouri: at center. *Methods* lectures, "hands-on" training. *By* center faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. I-20 authorization pending. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school, school's entrance exam. *Professional none.* *Language:* English proficiency on intermediate level is required.

Cost: \$4,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$50; not refundable.

Contact: Carol Palermo or Peggy Hunt, Vatterott & Sullivan Educational Centers, 1617 McGee, Kansas City, MO 64108. (816) 471-1811.

721 WAKE TECHNICAL COLLEGE

Specialization: A one-year diploma program in automotive repair and a six-month certificate in diesel engine repair.

Dates: See Specialization.

Instruction: *Location:* Raleigh, North Carolina; at school. *Methods:* individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional none.* *Language:* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$225 per 11-week quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.

722 WESTARK COMMUNITY COLLEGE

AUTO MECHANICS

Specialization: Equipment and tools skills.

Dates: Jan. to Dec. and Aug. to Aug.

Instruction: *Location:* Fort Smith, Arkansas; on campus. *Methods:* lectures, individualized instruction, "hands-on" training, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1962; program will be offered in 1985. Certificate. Practical training is a program component; participants are paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional none.* *Language:* English proficiency on intermediate level is required. TOEFL: 475.

Cost: About \$7,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1 and Nov. 15. *Fee* none.

Contact: Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 783-4241.

Building Maintenance and Trades

723 COMMUNITY COLLEGE OF BALTIMORE

Specialization: Construction including plumbing and carpentry skills.

Dates: Sept. 1 to May 25 and Jan. 15 to Dec. 22.

Instruction: *Location* Baltimore, Maryland: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon completion of 31 credits. Practical training is a program component; participants are not paid. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 40 participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* TOEFL: 400.

Cost: \$1,800 for tuition.

Housing: Not provided.

Application: *Deadline* Sept. 1 and Jan. 15. *Fee* \$15; not refundable.

Contact: Sylvia Brown, Assistant Director of Admissions, Registration and Records, Community College of Baltimore, 2901 Liberty Heights Ave., Baltimore, MD 21215. (301) 396-0390.

724 DELAWARE VALLEY SCHOOL OF TRADES

Specialization: Programs available in carpentry, electricity, and building renovation.

Dates: Not given.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, case studies, field trips, "hands-on" training. *By* professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1970; programs will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues 1-20AB. A foreign student counselor/adviser is available. 25 participants; 5% foreign enrollment in 1983.

Eligibility: *Academic* secondary school and entrance examination. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$3,870 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* not given.

Contact: Director of Admissions, Delaware Valley School of Trades, 1210 Race St., Philadelphia, PA 19107. (215) 568-1950.

725 EL PASO COMMUNITY COLLEGE

CONSTRUCTION TECHNOLOGY

Specialization: Construction techniques, operation of tools, trade knowledge, and professional cost estimation.

Dates: Aug. to June.

Instruction: *Location* El Paso, Texas: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon completion of 1,080 clock hours of instruction. Issues 1-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 450.

Cost: \$216 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

726 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Industrial service technician/industrial maintenance.

Dates: Oct. to Sept.

Instruction: *Location* Waterloo, Iowa; at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1967; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,544 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

727 INDIANA VOCATIONAL TECHNICAL COLLEGE

BUILDING CONSTRUCTION

Specialization: Wood, concrete, and masonry construction; tools and woodworking equipment; house framing; millwork; flooring and roof flashing; basic plumbing, heating, and electrical wiring; blueprint reading; surveying; and estimating.

Dates: One year; classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana; at college. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 60 credit hours. Issues 1-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* none. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,245 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2636.

728 IOWA LAKES COMMUNITY COLLEGE

Specialization: Carpentry. Practical application usually consists of the construction of a residential home.

Dates: Aug. to Aug.

Instruction: *Location* Emmetsburg, Iowa; on campus. *Methods* lectures, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues 1-20AB,

I-20MN: Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$4,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* Aug. 1. *Fee:* \$10; not refundable.

Contact: Dallas Freeman, Director of Admissions, Iowa Lakes Community College, Estherville, IA 51334. (712) 362-2604.

729 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Building maintenance.

Dates: Six months: classes begin Sept. and April.

Instruction: *Location:* Philadelphia, Pennsylvania; at school. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By:* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. I-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL training, vocational counseling, reading and math tutoring is available. 18 participants; 15% foreign enrollment in 1983.

Eligibility: *Academic:* secondary school; mathematics at U.S. grade 5 required; school-administered vocational evaluation test. *Language:* English proficiency on intermediate level is required. John Test (Language Innovations, Inc.): 50.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$25; refundable.

Contact: Donna Portnov, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

730 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Residential and commercial electricity.

Dates: Six months: classes begin Sept. and April.

Instruction: *Location:* Philadelphia, Pennsylvania; at school. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By:* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. I-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL training, vocational counseling, reading and math tutoring is available. 18 participants; 15% foreign enrollment in 1983.

Eligibility: *Academic:* secondary school; mathematics at U.S. grade 6 required; school-administered vocational evaluation test. *Language:* English proficiency on intermediate level is required. John Test (Language Innovations, Inc.): 50.

Cost: \$3,100 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline:* open. *Fee:* \$25; refundable.

Contact: Donna Portnov, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

731 MISSISSIPPI GULF COAST JUNIOR COLLEGE OPERATING ENGINEER

Specialization: Building maintenance.

Dates: 2,160 clock hours: open entry, open exit.

Instruction: *Location:* Handsboro Station Gulfport, Mississippi; on campus. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional note:* Language English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline:* open. *Fee:* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jefferson Davis Campus, Handsboro Station Gulfport, MS 39501. (601) 896-3355.

732 MISSISSIPPI GULF COAST JUNIOR COLLEGE CONSTRUCTION MANAGEMENT

Specialization: Encompasses air conditioning and refrigeration, carpentry, plumbing, pipefitting, and structural welding.

Dates: 2,160 clock hours: classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location:* Lucedale, Mississippi; on campus. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional note:* Language English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline:* open. *Fee:* \$30; not refundable.

Contact: Dean of Student Services, George County Occupational Training Center, Lucedale, MS 39452. (601) 947-4201.

733 MISSISSIPPI GULF COAST JUNIOR COLLEGE CARPENTRY

Specialization: Basic skills and technical knowledge of tools, equipment, and materials.

Dates: 1,380 clock hours: open entry, open exit.

Instruction: *Location:* Perkinston, Handsboro Station Gulfport, or Lucedale, Mississippi; on campus. *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional note:* Language English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline open. Fee \$30, not refundable.*

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jefferson Davis Campus, Hattiesburg Station Gulfport, MS 39501, (601) 896-3355; Dean of Student Services, Mississippi Gulf Coast Junior College, Perkinston Campus, Perkinston, MS 39573, (601) 928-3211; or Dean of Student Services, George County Occupational Training Center, Lucedale, MS 39452, (601) 947-4201.

734 MISSISSIPPI GULF COAST JUNIOR COLLEGE PIPEFITTING/PLUMBING

Specialization: Blueprint reading and pipe assemblies.

Dates: 1,080 clock hours; classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location:* Gautier or Lucedale, Mississippi; *on campus. Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional none.* *Language:* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline open. Fee \$30, not refundable.*

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39555, (601) 497-9602 or Dean of Student Services, George County Occupational Training Center, Lucedale, MS 39452, (601) 947-4201.

735 MISSISSIPPI GULF COAST JUNIOR COLLEGE PLUMBING

Specialization: Fundamentals of sewer and drainage systems, hot and cold water systems, fixtures, and heating devices.

Dates: 1,380 clock hours; open entry, open exit.

Instruction: *Location:* Gulfport, Mississippi; *on campus. Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By:* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional none.* *Language:* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline open. Fee \$30, not refundable.*

Contact: Dean of Student Services, Harrison County Occupational Training Center, Gulfport, MS 39501, (601) 896-4822.

736 NORTHEASTERN JUNIOR COLLEGE

Specialization: Construction technology.

Dates: Nine months.

Instruction: *Location:* Sterling, Colorado; *on campus, at work site. Methods:* lectures, discussion groups, field trips, "hands-on" training, labs. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program

component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

737 ORLEANS TECHNICAL INSTITUTE

BUILDING MAINTENANCE

Specialization: Electricity, carpentry, masonry, heating and air conditioning, plumbing, custodial services, and landscaping.

Dates: April 2 to Sept. 10, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania; at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction; tutoring in reading and mathematics. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

738 U.S. SCHOOL OF PROFESSIONAL PAPERHANGING

Specialization: Paperhanging with related entrepreneurial skills. Includes cognitive and manipulative skills of wallcovering installation.

Dates: Jan. to March, April to June, and Sept. to Nov.

Instruction: *Location* Rutland, Vermont; at school; professional work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Practical training is a program component; participants are paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 45 participants; less than 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$2,312 for tuition, books.

Housing: In apartments, furnished rooms, with families.

Application: *Deadline* four weeks prior. *Fee* \$50.

Contact: Stan Warshaw, U.S. School of Professional Paperhanging, Inc., 16 Chaplin Ave., Rutland, VT 05701. (802) 773-2455.

Drafting

739 ACADEMY OF DRAFTING

Specialization: Training in 11 specializations including aeronautical, architectural, mechanical, civil, electronic, topographical, hydraulic systems, piping and plumbing, structural, technical illustration, and dimensioning and tolerancing.

Dates: Six and one-half months; open enrollment.

Instruction: *Location* Tempe, Arizona: at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty, guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1969; programs will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB, I-20MN. A foreign student counselor/adviser is not available. 38 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,933.50 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; refundable.

Contact: Francis J. Cody or Paula A. Badour, Academy of Drafting, 1202 N. Scottsdale Rd., Tempe, AZ 85281. (602) 967-7813.

740 ACADEMY OF PROFESSIONAL DRAFTING

Specialization: Basic drafting technology.

Dates: One year; continuous enrollment.

Instruction: *Location* Atlanta, Georgia: at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 60 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$4,545 for tuition, books, testing, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Ruby C. Frazier, Academy of Professional Drafting, 1359 B Spring St., NW, Atlanta, GA 30309. (404) 874-5270.

741 ARAPAHOE COMMUNITY COLLEGE COMPUTER ASSISTED DRAFTING

Specialization: Training as CAD users in all drafting disciplines.

Dates: Sept. to Dec. and Jan. to June.

Instruction: *Location* Littleton, Colorado: on campus. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* professional speakers/lecturers.

Highlights: New Program. Program will be offered in 1985. Certificate upon completing 16 semester credits. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 70 participants. Program will be evaluated; evaluations will be available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* one year's experience. *Language* English proficiency on advanced level is required. TOEFL: 485 or Univ. of Michigan Test: 75.

Cost: \$1,550 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* May 1 for Sept. and Sept. 1 for Jan. *Fee* not given.

Contact: Robert Wright, Architectural Drafting Dept., Arapahoe Community College, 5900 S. Santa Fe Dr., Littleton, CO 80120. (303) 797-5863.

742 BURLINGTON COUNTY COLLEGE

ARCHITECTURE & CONSTRUCTION DRAFTING

Specialization: Construction materials and methods, drafting, estimating, specifications, and building equipment.

Dates: Aug. to June.

Instruction: *Location* Pemberton, New Jersey; on campus. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and ESL instruction. 36 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$4,000 for tuition, fees.

Housing: Not provided.

Application: *Deadline* June. *Fee* \$15; not refundable.

Contact: Katherine Raymond, Registrar, Burlington County College, Pemberton-Browns Mills Rd., Pemberton, NJ 08068. (609) 894-9311, ext. 276.

743 BURLINGTON COUNTY COLLEGE

ELECTRICAL-MECHANICAL DRAFTING TECHNOLOGY

Specialization: Electronics and electrical-mechanical drafting.

Dates: Aug. to June.

Instruction: *Location* Pemberton, New Jersey; on campus. *Methods* lectures, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and ESL instruction. 36 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$4,000 for tuition, fees.

Housing: Not provided.

Application: *Deadline* June. *Fee* \$15; not refundable.

Contact: Katherine Raymond, Registrar, Burlington County College, Pemberton-Browns Mills Rd., Pemberton, NJ 08068. (609) 894-9311, ext. 276.

744 CHEMEKETA COMMUNITY COLLEGE COMPUTER AIDED DRAFTING

Specialization: For experienced drafters to develop computer-aided drafting skills in electronics, pipe and flow, mechanical design, and architectural drafting.

Dates: Twelve weeks (with basic skills), 18 weeks (without skills).

Instruction: *Location* Salem, Oregon: on campus. *Methods* lectures, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon completing written and practical coursework, minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 12 participants minimum; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school; knowledge of trigonometry, geometry. *Professional* two years' general drafting for advanced program. *Language* English proficiency on intermediate level is required. Institutional placement test for proficiency.

Cost: \$180 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$50; refundable.

Contact: Henry Endler, Chemeketa Community College, P.O. Box 14007, Salem, OR 97309. (503) 399-5210.

745 DETROIT ENGINEERING INSTITUTE

Specialization: Mechanical design.

Dates: One year: classes begin every 12 weeks.

Instruction: *Location* Detroit, Michigan: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. Program offered in English, Spanish, and Arabic depending on need. *By* institute faculty; all have minimum two years' field experience.

Highlights: Sponsor has offered this short-term program since 1950; program will be offered in 1985. Certificate upon minimum 1.5 grade point average, 85% attendance. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 120 participants; 4% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Interview and school's reading and composition test.

Cost: \$3,800 for tuition.

Housing: In apartments, furnished rooms, with families.

Application: *Deadline* none. *Fee* \$200; refundable.

Contact: Peter Beroik, President, Detroit Engineering Institute, 2030 Grand River, Detroit, MI 48226. (313) 222-7450.

746 EDISON COMMUNITY COLLEGE DRAFTING AND DESIGN

Specialization: Emphasis on established industrial standards: technical knowledge and skills development.

Dates: Aug. 22 to June 30.

Instruction: *Location* Fort Myers, Florida: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, computer-assisted instruction, science labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered short-term programs since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school Proficient in basic mathematics. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$42 per credit for tuition. **Scholarship:** On competitive basis with all students.

Housing: Not provided.

Application: *Deadline* July 15. *Fee* none. *Scholarship application deadline* July 1.

Contact: Joe Roof, Director of Admissions and Records, Edison Community College, Fort Myers, FL 33907. (813) 489-9360.

747 HALL INSTITUTE

ARCHITECTURAL DRAFTING TECHNOLOGY

Specialization: All facets of drafting practices and techniques including construction details, presentation drawings, and site plans.

Dates: 19 weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island; on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

748 HALL INSTITUTE

ARCHITECTURAL-STRUCTURAL DRAFTING TECHNOLOGY

Specialization: In-depth drafting, design, and construction background in the field of architectural drafting.

Dates: 38 weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island; on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

749 HALL INSTITUTE

BASIC COMPUTER AIDED DRAFTING

Specialization: The fundamental principles of design, function, and operation of computer-aided drafting systems.

Dates: Two weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

750 HALL INSTITUTE

ELECTRONIC DRAFTING TECHNOLOGY

Specialization: Precision dimensioning, production drawings, electronic schematic layout, and electro-mechanical interfacing.

Dates: 19 weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

751 HALL INSTITUTE

ELECTRO-MECHANICAL DRAFTING TECHNOLOGY

Specialization: Gives students an in-depth electrical, electronic, mechanical and machine drafting, and design background.

Dates: 38 weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

752 HALL INSTITUTE

MECHANICAL DRAFTING TECHNOLOGY

Specialization: Precision dimensioning, auxiliary and sectional views, development and intersections, production drawings and pictorials.

Dates: 19 weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

753 HALL INSTITUTE

MECHANICAL-MACHINE TOOL DRAFTING TECHNOLOGY

Specialization: Mechanical and machine drafting, as well as preparation in tooling drawing.

Specialization: 38 weeks; classes begin monthly.

Instruction: *Location* Pawtucket, Rhode Island: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. Must pass a one day "mini-course" given by the institute.

Cost: Not given. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$100; not refundable. *Scholarship application deadline* one month prior.

Contact: Kathleen Andrews, Director of Admissions, Hall Institute, 588 Pawtucket Ave., Pawtucket, RI 02860. (401) 461-6000.

754 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Architectural and construction drafting.

Dates: Oct. to Sept.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1968; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$3,059 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

755 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Mechanical drafting.

Dates: One year: classes begin every three months.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,639 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

756 ITT TECHNICAL INSTITUTE

Specialization: Architectural drafting.

Dates: Ten months: classes begin every five weeks.

Instruction: *Location* Chelsea, Massachusetts: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 1,223 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* four years' experience. *Language* English proficiency on intermediate level is required. School test.

Cost: \$5,240 for tuition.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$50; refundable.

Contact: ITT Technical Institute, 45 Spruce St., Chelsea, MA 02150. (617) 889-3600.

757 ITT TECHNICAL INSTITUTE

Specialization: Mechanical and electronic drafting.

Dates: Ten months; classes begin every five weeks.

Instruction: *Location* Chelsea, Massachusetts; at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 1,225 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* four years' experience. *Language* English proficiency on intermediate level is required. School test.

Cost: \$5,240 for tuition.

Housing: In apartments.

Application: *Deadline* open. *Fee* \$50; refundable.

Contact: ITT Technical Institute, 45 Spruce St., Chelsea, MA 02150. (617) 889-3600.

758 ISLAND DRAFTING & TECHNICAL INSTITUTE

Specialization: Programs available in mechanical, architectural, or electronic drafting.

Dates: Ten months; classes begin weekly.

Instruction: *Location* Amityville, New York; at institute. *Methods* individualized instruction. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1957; programs will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 300 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,690 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$350; partially refundable.

Contact: Joseph P. DiLiberto, Island Drafting & Technical Institute, 128 Broadway, Amityville, NY 11701. (516) 691-8733.

759 LEHIGH TECHNICAL SCHOOL

Specialization: Architectural and/or industrial drafting.

Dates: Sept. to April, April to Nov., Nov. to June, June to Jan., and Jan. to Sept.

Instruction: *Location* Jamaica, New York; at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1966; programs will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$3,100 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* \$50; refundable.

Contact: Mrs. Barbara Kamholtz, Admissions Director, Lehigh Technical School, 91-14 Merrick Blvd., Jamaica, NY 11432. (212) 297-2722.

760 LONG BEACH COLLEGE OF BUSINESS**DRAFTING****Specialization:** Basic skills of drafting.**Dates:** 36 weeks: classes begin every two weeks.**Instruction:** *Location* Long Beach, California: on campus. *Methods* individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty, professional guest speakers/lecturers.**Highlights:** Sponsor has offered short-term programs since 1964; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and placement. 250 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. School test.**Cost:** Not given.**Housing:** Not provided; sponsor does not assist in locating housing.**Application:** *Deadline* three days prior. *Fee* not given.**Contact:** Luther Holland, Jr., Long Beach College of Business, 236 E. 3 St., Long Beach, CA 90802. (213) 436-3621.**761 McHENRY COUNTY COLLEGE****Specialization:** Drafting.**Dates:** One year: classes begin Jan., June, and Aug.**Instruction:** *Location* Crystal Lake, Illinois: on campus; at work site. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, language labs, independent study/research, science labs. *By* college faculty, professional guest speakers/lecturers.**Highlights:** Sponsor has offered short-term programs since 1968; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. Program is evaluated; evaluations are not available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is preferred.**Cost:** \$25 per credit hour for tuition. **Scholarship:** Partial.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* six weeks prior. *Fee* \$3; not refundable. *Scholarship application deadline* none.**Contact:** John Adelman, McHenry County College, Crystal Lake, IL 60014. (815) 455-3700.**762 MANHATTAN TECHNICAL INSTITUTE****Specialization:** Programs available in mechanical, architectural, electronic, electrical, structural, process piping, and computer-aided drafting.**Dates:** Eight months to one year: classes begin first Monday monthly.**Instruction:** *Location* New York, New York: at institute. *Methods* individualized instruction. *By* industry/professional speakers/lecturers.**Highlights:** Sponsor has offered short-term programs since 1938; programs will be offered in 1985. Certificate. Issues I-20MN. A foreign student counselor/adviser is available. 250 participants; 15% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.**Cost:** \$3,370 for tuition, books.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* none. *Fee* \$340; \$150 refundable.**Contact:** Admissions Office, Manhattan Technical Institute, 154 W. 14 St., New York, NY 10011. (212) 989-2662.

763 MIDDLE GEORGIA COLLEGE

DRAFTING

Specialization: Engineering graphics and design, mapping and photogrammetry, and industrial graphics.

Dates: One year: classes begin Sept. 17, Jan. 2, March 21, and June 19.

Instruction: Location Cochran, Georgia: on campus. *Methods:* lectures, discussion groups, case studies, field trips, individualized instruction, computer-assisted instruction, labs, independent study/research. *By:* college faculty.

Highlights: Sponsor has offered short-term programs since 1932; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 100 participants; 2% foreign enrollment in 1983. Program is not evaluated.

Eligibility: Academic secondary school. *Professional none.* *Language:* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,571 for tuition, meals, housing. **Scholarship:** Full, partial.

Housing: In dormitories.

Application: *Deadline:* 20 days prior. *Fee:* \$5; not refundable. *Scholarship application deadline:* 60 days prior.

Contact: Dr. James L. Keenen, Director of Admissions and Registrar, Middle Georgia College, Cochran, GA 31014. (912) 934-6221.

764 MINNEAPOLIS DRAFTING SCHOOL

ARCHITECTURAL-
STRUCTURAL DRAFTING

Specialization: Programs available on the basic and advanced level. Individualized curriculum. Student will develop complete industrial portfolio.

Dates: Six months: classes begin every two months.

Instruction: Location Minneapolis, Minnesota: at school. *Methods:* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By:* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered these short-term programs since 1961; programs will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic secondary school: drawing and mathematics aptitude. *Professional:* not given. *Language:* English proficiency on intermediate level is required.

Cost: \$2,400 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* none.

Contact: Admissions Representative, Minneapolis Drafting School, 3407 Chicago Ave., Minneapolis, MN 55407. (612) 824-6000.

765 MINNEAPOLIS DRAFTING SCHOOL

MECHANICAL-
ELECTRONIC DRAFTING

Specialization: Programs available on the basic and advanced level. Individualized curriculum incorporating computer-aided drafting. Students will develop complete industrial portfolio.

Dates: Six months: classes begin every two months.

Instruction: Location Minneapolis, Minnesota: at school. *Methods:* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By:* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered these short-term programs since 1961; programs will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school; drawing and mathematics aptitude. *Professional* not given. *Language* English proficiency on intermediate level is required.

Cost: \$2,400 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Admissions Representative, Minneapolis Drafting School, 3407 Chicago Ave., Minneapolis, MN 55407. (612) 824-6000.

766 NATIONAL BUSINESS INSTITUTE

DRAFTER

Specialization: Work from sketches, verbal instructions, and engineering data to produce working drawings.

Dates: 24 weeks; classes begin weekly.

Instruction: *Location* Riverside, California; at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. Proficiency in physical sciences, trigonometry. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,585 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 60 days prior. *Fee* none.

Contact: Judith Murakami, Admissions Director, National Business Institute, 3696 Beatty Dr., Riverside, CA 92506. (714) 787-9300.

767 PHILADELPHIA TECHNICAL INSTITUTE SCHOOL OF TRADES

Specialization: Architectural drafting.

Dates: 1800 hours; continuous enrollment.

Instruction: *Location* Philadelphia, Pennsylvania; at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1935; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 400.

Cost: \$5,750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$300; refundable only upon visa denial.

Contact: Philadelphia Technical Institute School of Trades, 231-33 N. Broad St., Philadelphia, PA 19107. (215) 563-4547.

768 PHILADELPHIA TECHNICAL INSTITUTE SCHOOL OF TRADES

Specialization: Electro-mechanical drafting.

Dates: 1800 hours; continuous enrollment.

Instruction: *Location* Philadelphia, Pennsylvania; at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1935; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are

eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. *Professional none.* *Language:* English proficiency is required. TOEFL: 400.

Cost: \$5,750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline open.* *Fee* \$300; refundable only upon visa denial.

Contact: Philadelphia Technical Institute School of Trades, 231-33 N. Broad St., Philadelphia, PA 19107. (215) 563-4547.

769 PHILADELPHIA TECHNICAL INSTITUTE SCHOOL OF TRADES

Specialization: Mechanical drafting.

Dates: 1800 hours; continuous enrollment.

Instruction: *Location:* Philadelphia, Pennsylvania; *at school.* *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1935; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. *Professional none.* *Language:* English proficiency is required. TOEFL: 400.

Cost: \$5,750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline open.* *Fee* \$300; refundable only upon visa denial.

Contact: Philadelphia Technical Institute School of Trades, 231-33 N. Broad St., Philadelphia, PA 19107. (215) 563-4547.

770 PHILADELPHIA TECHNICAL INSTITUTE SCHOOL OF TRADES

Specialization: Piping drafting.

Dates: 1800 hours; continuous enrollment.

Instruction: *Location:* Philadelphia, Pennsylvania; *at school.* *Methods:* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1935; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. *Professional none.* *Language:* English proficiency is required. TOEFL: 400.

Cost: \$5,750 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline open.* *Fee* \$300; refundable only upon visa denial.

Contact: Philadelphia Technical Institute School of Trades, 231-33 N. Broad St., Philadelphia, PA 19107. (215) 563-4547.

771 PLAZA SCHOOL OF DRAFTING

Specialization: Computer-assisted, architectural and mechanical drafting.

Dates: Nine months; classes begin monthly.

Instruction: *Location:* Paramus, New Jersey; *at school.* *Methods:* case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1969; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB. Foreign

nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 40 participants; 5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,200 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$200; refundable.

Contact: Deanna Cebulash, Admissions Director, Plaza School of Drafting, Garden State Plaza, Paramus, NJ 07652. (201) 843-0344.

772 PORTER AND CHESTER INSTITUTE

DRAFTING AND DESIGN

Specialization: Architectural and civil drafting and design.

Dates: One year: classes begin Jan., April, July, and Oct.

Instruction: *Location* Rocky Hill, Enfield, Stratford, or Waterbury, Connecticut; at institute. *Methods* lectures, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL.

Cost: \$4,440 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$75; not refundable.

Contact: Henry J. Kamezel, Porter and Chester Institute, 2139 Silas Deane Hwy., Rocky Hill, CT 06067. (203) 529-2519.

773 PORTLAND COMMUNITY COLLEGE

BUILDING CONSTRUCTION TECHNOLOGY

Specialization: Trade skills for construction, blue print reading, estimating and management skills.

Dates: One year: classes begin June, Sept., Jan., and April.

Instruction: *Location* Portland, Oregon; on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, science labs. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate upon completing 48 credits. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring. 60 participants. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$3,000 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* \$25; not refundable.

Contact: Patty Wilson, Portland Community College, 12000 S.W. 49, Portland, OR 97219. (503) 244-6111.

774 ST. LOUIS TECH

Specialization: Industry-level course in drafting and design with computer-aided drafting.

Dates: July to July and Sept. to Sept.

Instruction: *Location* St. Ann, Missouri; at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 165 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required.

Cost: \$5,375 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 30 days prior. *Fee* \$75; not refundable.

Contact: Henry L. Kemp, St. Louis Tech, 4144 Cypress Rd., St. Ann, MO 63074. (314) 427-3600.

775 SAWYER COLLEGE AT VENTURA ELECTROMECHANICAL DRAFTING

Specialization: In addition to electromechanical drafting, the student is taught how to use a computer for business purposes.

Dates: Nine months; classes begin monthly.

Instruction: *Location* Ventura, California: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon minimum C grade average. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for English tutorial assistance. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,650 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$100; not refundable.

Contact: Wayne Robertson, Sawyer College at Ventura, 470 E. Thompson Blvd., Ventura, CA 93001. (805) 648-6877.

776 WAKE TECHNICAL COLLEGE

Specialization: Mechanical drafting.

Dates: One year.

Instruction: *Location* Raleigh, North Carolina: at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1963; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$255 per 11-week quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.

777 WESTARK COMMUNITY COLLEGE**DRAFTING**

Specialization: Engineering graphics, drawing and design, and architectural blueprints.

Dates: Aug. to July.

Instruction: *Location* Fort Smith, Arkansas: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1965; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 475.

Cost: About \$7,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* none.

Contact: Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

Electronics

778 BURLINGTON COUNTY COLLEGE**DIGITAL & MICROPROCESSOR
TECHNOLOGY**

Specialization: Electronics and mathematics.

Dates: Aug. to June.

Instruction: *Location* Pemberton, New Jersey: on campus. *Methods* lectures, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and ESL instruction. 36 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$4,000 for tuition, fees.

Housing: Not provided.

Application: *Deadline* June. *Fee* \$15; not refundable.

Contact: Katherine Raymond, Registrar, Burlington County College, Pemberton-Browns Mills Rd., Pemberton, NJ 08068. (609) 894-9311, ext. 276.

779 CHEMEKETA COMMUNITY COLLEGE

Specialization: Silicon wafer manufacturing covering the process of growing crystals to the finished wafer product.

Dates: Not given.

Instruction: *Location* Salem, Oregon: on campus; at work site. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible

to enroll. A foreign student counselor/adviser is available for ESL instruction. 150 participants in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* basic math and reading skills. *Professional* none. *Language* English proficiency on intermediate level is required. School test.

Cost: Not given.

Housing: Not provided.

Application: *Deadline* open; waiting list. *Fee* none.

Contact: Allen Scott, Admissions Office, Chemeketa Community College, 4000 Lancaster Dr., NE, P.O. Box 14007, Salem, OR 97309. (503) 399-5248.

780 COLORADO MOUNTAIN COLLEGE

Specialization: Electrical technology.

Dates: Aug. to May.

Instruction: *Location* Steamboat Springs, Colorado: on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. ESL instruction is available. 20 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: \$4,480 for tuition.

Housing: In dormitories, apartments.

Application: *Deadline* July. *Fee* none.

Contact: Admissions Office, Colorado Mountain College-Alpine Campus, P.O. Box 775288, Steamboat Springs, CO 80477. (303) 879-3288.

781 DETROIT ENGINEERING INSTITUTE

Specialization: Electronics.

Dates: One year: classes begin every 12 weeks.

Instruction: *Location* Detroit, Michigan: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. Program offered in English, Spanish, and Arabic, depending on need. *By* institute faculty; all have minimum two years' field experience.

Highlights: Sponsor has offered this short-term program since 1950; program will be offered in 1985. Certificate upon minimum 1.5 grade point average, 85% attendance. Issues I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 120 participants; 4% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Interview and school's reading and composition test.

Cost: \$3,800 for tuition.

Housing: In apartments, furnished rooms, with families.

Application: *Deadline* none. *Fee* \$200; refundable.

Contact: Peter Bercik, President, Detroit Engineering Institute, 2030 Grand River, Detroit, MI 48226. (313) 222-7450.

782 EL PASO COMMUNITY COLLEGE

Specialization: Radio and television repair.

Dates: Aug. to May.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible

to enroll. A foreign student counselor/advisor is available for career development, personal, immigration, and academic counseling. 20 participants. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency is required. TOEFL: 450.

Cost: \$216 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

783 ELECTRONIC TECHNICAL INSTITUTE

ELECTRONICS TECHNICIAN

Specialization: Three four-month modules in electronic fundamentals, discrete circuits, and integrated circuits. Additional four-month module leads to associate's degree.

Dates: One year; classes begin Feb., June, and Oct.

Instruction: *Location* Denver, Colorado; at institute. *Methods* lectures, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1959; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. 2% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, good mathematics knowledge. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$5,450 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 60 days prior. *Fee* \$250; refundable.

Contact: Electronic Technical Institute, 1070 Bannock St., Denver, CO 80204. (303) 629-6225.

784 GTE SYLVANIA TECHNICAL SCHOOL

TELECOMMUNICATIONS

ELECTRONICS

Specialization: Theory and laboratory projects in fundamentals of electronics and electricity, digital concepts, transceivers, and video circuit theory and repair.

Dates: Jan. to Sept., March to Nov., Aug. to April, Oct. to June, and Nov. to Aug.

Instruction: *Location* Waltham, Massachusetts; at school. *Methods* lectures, field trips, "hand-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1971; program will be offered in 1985. Certificate upon minimum 70% grade average; 90% attendance. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/advisor is available. 175 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* TOEFL: 450 or ECL: 60.

Cost: \$5,350 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; refundable.

Contact: Admissions Department, GTE Sylvania Technical School, 95 Second Ave., Waltham, MA 02254. (617) 890-7711. Telex: 923322.

785 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Radio and television repair.

Dates: Oct. to Sept.

Instruction: *Location* Waterloo, Iowa; at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, science labs. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1967; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB,

I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,896 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

786 ILLINOIS TECHNICAL COLLEGE

Specialization: Consumer electronic service technology.

Dates: One year: classes begin March, May, July, Sept., and Oct.

Instruction: *Location* Chicago, Illinois: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20MN. A foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 430.

Cost: \$6,137 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$75; not refundable.

Contact: Richard Ewen, Illinois Technical College, 506 S. Wabash Ave., Chicago, IL 60605. (312) 922-9000.

787 ILLINOIS TECHNICAL COLLEGE

Specialization: Electronic drafting technology.

Dates: One year: classes begin March, May, July, Sept., and Oct.

Instruction: *Location* Chicago, Illinois: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20MN. A foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 430.

Cost: \$4,924 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$75; not refundable.

Contact: Richard Ewen, Illinois Technical College, 506 S. Wabash Ave., Chicago, IL 60605. (312) 922-9000.

788 ILLINOIS TECHNICAL COLLEGE

Specialization: Electronics technology.

Dates: One year: classes begin March, May, July, Sept., and Oct.

Instruction: *Location* Chicago, Illinois: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20MN. A

foreign student counselor/adviser is available. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 430.

Cost: \$6,113 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$75; not refundable.

Contact: Richard Ewen, Illinois Technical College, 506 S. Wabash Ave., Chicago, IL 60605. (312) 922-9000.

789 INDIANA VOCATIONAL TECHNICAL COLLEGE

Specialization: Electronics technology.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 60 credit hours. Practical training is a program component; participants are not paid. A foreign student counselor/ adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school; proficiency in reading, algebra, trigonometry, and science. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,245 for tuition. Will need to buy tools.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond IN 47374. (317) 966-2656.

790 ISLAND DRAFTING AND TECHNICAL INSTITUTE

DIGITAL ELECTRONICS TECHNICIAN

Specialization: Testing, trouble-shooting, and repairing digital equipment as used in industrial controls, computers, computer peripherals, and microprocessor systems.

Dates: Eight months: classes begin Sept., Jan., April, and July.

Instruction: *Location* Amityville, New York: at institute. *Methods* lectures, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1957; program will be offered in 1985. Certificate. Issues 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. Support services are available. 300 participants; 1% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,500 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$475; partially refundable.

Contact: Joseph P. DiLiberto, Island Drafting and Technical Institute, 128 Broadway, Amityville, NY 11701. (516) 691-8733.

791 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Microelectronics technology.

Dates: Nine months: classes begin May and Jan.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance.

I-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction, math and reading tutoring are available. 18 participants; 15% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school, vocational evaluation administered by school. *Professional* none. *Language* English proficiency on intermediate level is required. John Test: 50.

Cost: \$4,475 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$25; refundable if not accepted for admission.

Contact: Donna Portnoy, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

792 LEHIGH TECHNICAL SCHOOL

Specialization: Assembly, wiring, inspection testing.

Dates: Jan. to July, April to Oct., July to Jan., and Nov. to April.

Instruction: *Location* Jamaica, New York: at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1966; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$2,600 for tuition, books. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* \$50; refundable. *Scholarship application deadline* not given.

Contact: Barbara Kamholtz, Admissions Director, Lehigh Technical School, 91-14 Merrick Blvd., Jamaica, NY 11432. (212) 297-2722.

793 LEHIGH TECHNICAL SCHOOL

Specialization: Digital computer technology.

Dates: Jan. to Sept., March to Nov., May to Jan., and Sept. to May.

Instruction: *Location* Jamaica, New York: at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1966; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,470 for tuition, books. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* \$50; refundable. *Scholarship application deadline* not given.

Contact: Barbara Kamholtz, Admissions Director, Lehigh Technical School, 91-14 Merrick Blvd., Jamaica, NY 11432. (212) 297-2722.

794 LEHIGH TECHNICAL SCHOOL

Specialization: Electronic technology.

Dates: Jan. to Sept., March to Nov., May to Jan., and Sept. to May.

Instruction: *Location* Jamaica, New York: at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training, science labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1966; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants; 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,250 for tuition, books. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two months prior. *Fee* \$50; refundable. *Scholarship application deadline* not given.

Contact: Barbara Kamholtz, Admissions Director, Lehigh Technical School, 91-14 Merrick Blvd., Jamaica, NY 11432. (212) 297-2722.

**795 MICROCOMPUTER TECHNOLOGY
INSTITUTE**

**DIGITAL ELECTRONICS
TECHNOLOGY**

Specialization: Fundamentals in electronics through digital electronics, microprocessors, and robotics.

Dates: One year: classes begin April, July, Oct., and Jan.

Instruction: *Location* Houston, Texas: at institute. *Methods* lectures, field trips, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981; program will be offered in 1985. Certificate upon completing 1,200 clock hours and 64 credits. Issues I-20MN. A foreign student counselor/adviser is available. About 300 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$4,900 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$25; not refundable.

Contact: Betty L. Obenhaus, Admissions Director, Microcomputer Technology Institute, 6116 Windswept Lane, Houston, TX 77057. (713) 974-7181.

**796 MISSISSIPPI GULF COAST
JUNIOR COLLEGE**

INDUSTRIAL ELECTRICITY

Specialization: Electrical theory, measurements, recognition and ability to accomplish electrical design.

Dates: 1080 clock hours: classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location* Gautier, Mississippi: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602.

797 MISSISSIPPI GULF COAST JUNIOR COLLEGE

INDUSTRIAL ELECTRICITY/ ELECTRONICS

Specialization: Electrical theory, measurements of motors, and industrial instrumentation techniques.

Dates: 2160 clock hours: open entry, open exit.

Instruction: *Location* Handsboro Station Gulfport, Mississippi; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jefferson Davis Campus, Handsboro Station Gulfport, MS 39501. (601) 896-3355.

798 NATIONAL BUSINESS INSTITUTE

ELECTRONICS TECHNICIAN

Specialization: Application of electronic theory and problem-solving techniques to develop, manufacture, and maintain electronic equipment.

Dates: 24 weeks: classes begin every six weeks.

Instruction: *Location* Riverside, California; at institute. *Methods* lectures, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; .5% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. Proficiency in mathematics, ability to understand abstract concepts. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$4,205 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 60 days prior. *Fee* none.

Contact: Judith Murakami, Admissions Director, National Business Institute, 3696 Beatty Dr., Riverside, CA 92506. (714) 787-9300.

799 ORLEANS TECHNICAL INSTITUTE MICROELECTRONICS TECHNOLOGY

Specialization: Electronic theory and applications; use of electronic test equipment, analog electronic circuit components, transistor-semiconductor devices, integrated circuit, basic digital devices; and microprocessor theory, programming, and trouble shooting.

Dates: May 7 to Jan. 25, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: New Program. Sponsor has offered short-term programs since 1974; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction, tutoring in reading and mathematics. 18 participants. Program will be evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$4,475 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

800 ORLEANS TECHNICAL INSTITUTE

**RESIDENTIAL AND
COMMERCIAL ELECTRICITY**

Specialization: Installation, service, and repair of residential and commercial electrical facilities; introduction to basic electronics.

Dates: April 9 to Sept. 17, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction, tutoring in reading and mathematics. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,100 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

801 PALOMAR COLLEGE

PALOMAR COLLEGE ACCELERATED PROGRAM

Specialization: Electronics.

Dates: Sept. to June. Program is not offered regularly; contact college.

Instruction: *Location* San Marcos, California: on campus; at work site. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training, computer-assisted instruction. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1981. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for tutoring and ESL instruction. 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. School test.

Cost: \$73 per unit for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* Nov. and Feb. *Fee* none.

Contact: Noelia Vela or Karen Johnson, Palomar College, 1140 E. Mission Rd., San Marcos, CA 92069. (619) 744-1150.

802 PARKLAND COLLEGE

SERVICE ELECTRONICS

Specialization: Electronic maintenance.

Dates: Aug. to June.

Instruction: *Location* Champaign, Illinois: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 30 hours. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

803 PIMA COMMUNITY COLLEGE

Specialization: Basic electronics.

Dates: March 12 to June 6.

Instruction: *Location* Tucson, Arizona: at professional work site. *Methods* lectures, "hands-on" training, science labs. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate upon minimum grade C average and taking additional Practical Communications course. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Foreign nationals required to take cultural orientation course. 24 participants. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school, knowledge of algebra and some electronics. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: \$1,920 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$10; not refundable.

Contact: Carl R. Webb, Associate Dean/Registrar, Pima Community College, 1225 N. 10 Ave., Tucson, AZ 85705. (602) 884-6839.

804 PRACTICAL SCHOOLS—A TECHNICAL INSTITUTE

Specialization: Electronic engineering technology.

Dates: Six months: classes begin Jan., March, May, July, Sept., and Nov.

Instruction: *Location* Anaheim, California: at school. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1975; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing

assistance, tutoring. 35-40 participants; 5% foreign enrollment in 1985. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, school entrance exam. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 650.

Cost: \$5,270 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* one-half tuition; refundable.

Contact: Admissions Dept., Practical Schools, 1650 Babbitt Ave., Anaheim, CA 92805. (714) 634-4565.

805 RISE INSTITUTE OF ELECTRONICS

ACCELERATED ENGINEERING TECHNOLOGY

Specialization: Analog and digital electronics, communications, and programming.

Dates: Oct. to Sept.

Instruction: *Location* Providence, Rhode Island or Nashua, New Hampshire; at institute.

Methods lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate upon minimum 70% grade average. Practical training is a program component; participants are not paid. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for free tutoring. 25 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* some undergraduate work. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$5,170 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Oct. 1. *Fee* \$25; not refundable.

Contact: Anthony L. Jarrett, RISE Institute of Electronics, 14 Third St., Providence, RI 02906. (401) 861-9664 or Admissions Director, RISE Institute of Electronics, 546 Amherst St., Nashua, NH 03063. (603) 881-8277.

806 RISE INSTITUTE OF ELECTRONICS

ELECTRONICS SERVICING TECHNOLOGY

Specialization: Primary focus on television and home entertainment repair. Also covers analog and digital electronics.

Dates: Oct. to Sept.

Instruction: *Location* Providence, Rhode Island or Nashua, New Hampshire; at institute.

Methods lectures, discussion groups, field trips, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1960; program will be offered in 1985. Certificate upon minimum 70% grade average. Practical training is a program component; participants are not paid. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for free tutoring. 30 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred.

Cost: \$5,070 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Oct. 1. *Fee* \$25; not refundable.

Contact: Anthony L. Jarrett, RISE Institute of Electronics, 14 Third St., Providence, RI 02906. (401) 861-9664 or Admissions Director, RISE Institute of Electronics, 546 Amherst St., Nashua, NH 03063. (603) 881-8277.

807 SOUTHERN TECHNICAL COLLEGE

COMMUNICATIONS
ELECTRONIC TECHNOLOGY

Specialization: Electronic principles; audio systems. AM, FM, and FM stereo systems; and electronic communications systems and techniques.

Dates: One year: classes begin April, July, Oct., and Jan.

Instruction: Location: Little Rock, Arkansas; on campus. Methods: lectures, discussion groups, individualized instruction, "hands-on" training. By college faculty.

Highlights: New Program. Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 32 participants; 1% total foreign enrollment in 1983. Program will not be evaluated.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on intermediate level is required.

Cost: \$4,185 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: none. Fee: \$50; not refundable.

Contact: Southern Technical College, 7800 Interstate Dr., Little Rock, AR 72209. (501) 565-7000.

808 TECHNICAL CAREER INSTITUTE

AUDIO-VIDEO TECHNOLOGY

Specialization: Repair of radios, televisions, and stereos.

Dates: Sept. to May, Dec. to Aug., March to Dec., and May to Feb.

Instruction: Location: New York, New York; at institute. Methods: lectures, "hands-on" training. By institute faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is evaluated.

Eligibility: Academic: secondary school. Professional: none. Language: English proficiency on intermediate level is required. TOEFL: 500 or certification by U.S. Consulate.

Cost: Not given.

Housing: Not provided; sponsor does assist in locating housing.

Application: Deadline: two weeks prior. Fee: \$50; refundable.

Contact: Alonzo Hendricks, Technical Career Institute, 320 W. 31 St., New York, NY 10001. (212) 594-4000, ext. 242.

809 TESST ELECTRONIC SCHOOL

FIELD SERVICE
ENGINEERING TECHNICIAN

Specialization: Theory and practical lab training in basic electronics through television, video and digital logic, and computer circuits.

Dates: Jan. to Dec. and July to June.

Instruction: Location: Hyattsville, Maryland; at school. Methods: lectures, "hands-on" training. By professional speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1967; program will be offered in 1985. Certificate. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 35 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: Academic: secondary school. Professional: not given. Language: English proficiency on intermediate level is required. TOEFL.

Cost: \$4,480 for tuition, books.

Housing: Not provided.

Application: Deadline: open. Fee: none.

Contact: Wayne Moore, School Administrator, Tesst Electronic School, 5122 Baltimore Ave., Hyattsville, MD 20781. (301) 864-5750.

810 UMPQUA COMMUNITY COLLEGE ELECTRICAL TECHNICIAN DIPLOMA

Specialization: Electricity, machine processes, couplings and clutches, and blueprint reading.

Dates: One year.

Instruction: *Location* Roseburg, Oregon: on campus. *Methods* lectures, field trips. *By* college faculty, professional guest speakers/lecturers.

Highlights: Certificate. Practical training is a program component. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: About \$6,306 inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none. *Scholarship application deadline* not given.

Contact: Joan Knudson, Foreign Student Advisor, Umpqua Community College, P.O. Box 967, Roseburg, OR 97470. (503) 440-4604, ext. 646.

811 UNIVERSITY OF SOUTH FLORIDA

Specialization: Intensive English language training for telecommunications technicians.

Dates: Four to six weeks. To be arranged under contract.

Instruction: *Location* Tampa, Florida: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* university faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Social activities are available. 15 participants; 15% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on beginning level is required.

Cost: \$510 for six weeks for tuition.

Housing: In dormitories, hotels, with families.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: Dr. Carol Cargill-Power, Director, International Language Center, Cooper Hall 293, University of South Florida, Tampa, FL 33620. (813) 974-3433.

812 WAKE TECHNICAL COLLEGE

Specialization: Programs available in digital electronic repair, electrical installation and maintenance, and electronic servicing.

Dates: One year.

Instruction: *Location* Raleigh, North Carolina: at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$255 per 11-week quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.

813 WESTARK COMMUNITY COLLEGE**INDUSTRIAL ELECTRONICS
AND ELECTRICAL MAINTENANCE**

Specialization: Maintenance training in industrial electronics and electrical systems. Emphasis on the National Electrical Code standards.

Dates: Aug. to July.

Instruction: *Location* Fort Smith, Arkansas; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none; prior electronic experience helpful. *Language* English proficiency on intermediate level is required. TOEFL: 475.

Cost: About \$7,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* none.

Contact: Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

814 WESTARK COMMUNITY COLLEGE**MICROPROCESSOR/
COMPUTER TECHNOLOGY**

Specialization: Servicing and maintaining computers.

Dates: Aug. to May.

Instruction: *Location* Fort Smith, Arkansas; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 16 participants; 33% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* associate's degree in electronic technology. *Professional* none; prior electronic technology experience helpful. *Language* English proficiency on intermediate level is required. TOEFL: 475.

Cost: About \$7,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* none.

Contact: Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

Fashion Arts

815 EL PASO COMMUNITY COLLEGE

Specialization: Alteration and tailoring.

Dates: Aug. to Nov. and Nov. to March.

Instruction: *Location* El Paso, Texas: on campus. *Methods* "hands-on" training. Program offered in English or Spanish. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 24 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* must be 18 years old. *Language* English proficiency on beginning level is required.

Cost: \$152 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, El Paso, TX 79998. (915) 594-2217.

816 INTERNATIONAL CAREER INSTITUTE

CLOTHING DESIGN AND CONSTRUCTION

Specialization: Design and full construction of garments including piece goods manufacturing and assembly.

Dates: Eight to nine months; classes begin monthly.

Instruction: *Location* New York, New York: at institute. *Methods* lectures, field trips, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1901; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing assistance. 300 participants; 4% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred. Test in native language.

Cost: \$2,700 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$25; refundable.

Contact: Irving Nicks, International Career Institute, 1225 Broadway, New York, NY 10001. (212) 689-9460.

817 SHELBY STATE COMMUNITY COLLEGE

Specialization: Fashion design and clothing maintenance.

Dates: Aug. to June.

Instruction: *Location* Memphis, Tennessee: on campus; at work site. *Methods* lectures, case studies, individualized instruction, "hands-on" training, labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. No foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 500.

Cost: About \$6,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$5; not refundable.

Contact: John Terry, International Student Advisor, Shelby State Community College, P.O. Box 40568, Memphis, TN 38104. (901) 528-6849.

818 WASHINGTON FASHION ACADEMY

ALTERATIONS/INTRODUCTION TO TAILORING

Specialization: Draft, alter, and fit basic men's garments.

Dates: Sept. to June.

Instruction: *Location* Langley Park, Maryland: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 30 participants; 20% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* interest in sewing. *Language* English proficiency on intermediate level is required.

Cost: About \$9,821 inclusive.

Housing: In apartments.

Application: *Deadline* none. *Fee* \$75; not refundable.

Contact: Rose Mary Heidenreich, Washington Fashion Academy, 1333 Holton Lane, Langley Park, MD 20783. (301) 431-3030.

819 WASHINGTON FASHION ACADEMY FASHION DESIGN AND TAILORING

Specialization: Fashion Design: select fabric, drape, measure, design, draft, fit, cut, construct, and alter women's garments. Tailoring: design, cut, fit, and construct men's garments.

Dates: Sept. to June.

Instruction: *Location* Langley Park, Maryland: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, independent study/research. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1976; programs will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 30 participants; 20% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* interest in sewing. *Language* English proficiency on intermediate level is required.

Cost: About \$9,821 inclusive.

Housing: In apartments.

Application: *Deadline* none. *Fee* \$75; not refundable.

Contact: Rose Mary Heidenreich, Washington Fashion Academy, 1333 Holton Lane, Langley Park, MD 20783. (301) 431-3030.

Hair and Skin Care

820 ELEGANCE INTERNATIONAL, INC.

MAKE-UP ARTISTRY

Specialization: Courses available in professional salon make-up, theater make-up, movie and television make-up, technical lab and prosthetics, sculpturing and design, and restorative make-up.

Dates: Two to four months; classes begin monthly.

Instruction: *Location* Los Angeles, California; at school. *Methods* lectures, "hands-on" training, independent study/research. *By* professional speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1966; program will be offered in 1985. Certificate. Issues 1-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 14 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none, some artistic training preferred. *Language* English proficiency is required. Personal interview, entrance exam.

Cost: \$4,400 for tuition.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$50; refundable.

Contact: Elegance International, Inc., 3912 Wilshire Blvd., Los Angeles, CA 90010. (213) 385-4026.

821 CATHERINE E. HINDS

SKIN CARE AND MAKE-UP ARTISTRY

INSTITUTE OF ESTHETICS

Specialization: General scientific principles, theories of electricity, and practical applications.

Dates: Classes begin three times monthly.

Instruction: *Location* Newton, Massachusetts; at institute; professional work site. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training, independent study/research. *By* institute faculty, professional guest speakers/lecturers.

Highlights: New Program. Sponsor has offered short-term programs since 1980; program will be offered in 1985. Certificate. 1-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 25 participants. No foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on advanced level is required.

Cost: \$1,987 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one month prior. *Fee* \$50; not refundable.

Contact: Catherine E. Hinds Institute of Esthetics, 880 Walnut St., Newton, MA 02159. (617) 527-3200.

822 MOLER BARBER COLLEGE

BASIC BARBERING/HAIRSTYLING

Specialization: Emphasis in hair cutting. Redken Scientific Educational System used: hairstyling, hair coloring, permanent hair waving, hair straightening, and facial massages.

Dates: Classes begin every two weeks.

Instruction: *Location* San Francisco, California; at school. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1910; program will be offered in 1985. Certificate upon completing practical required techniques. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/

adviser is available. 32 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$3,000 for tuition, registration, tool kit.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Donald A. Forfang, Moler Barber College, 50 Mason St., San Francisco, CA 94102. (415) 362-5885.

823 NORTHEASTERN JUNIOR COLLEGE

Specialization: Cosmetology.

Dates: Nine months.

Instruction: *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.

Housing: In dormitories.

Application: *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.

Contact: Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.

824 PARKLAND COLLEGE

Specialization: Cosmetology.

Dates: Aug. to July.

Instruction: *Location* Champaign, Illinois: on campus; at proprietary school. *Methods* lectures, discussion groups, "hands-on" training. *By* school faculty.

Highlights: Program will be offered in 1985. Certificate upon completion of 42 semester hours and examination. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$4,000 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

Heating, Air Conditioning, and Refrigeration

823 AUTOMOTIVE TRAINING CENTER

Specialization: Air conditioning.

Dates: Sept. to Nov., Nov. to Jan., Jan. to March, and March to May.

Instruction: *Location* Lionville, Pennsylvania: at center. *Methods* lectures, "hands-on" training. *By* center faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate. Issues 1-20AB, 1-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for housing assistance. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* background in mechanics. *Language* English proficiency on beginning level is required. TOEFL.

Cost: \$550 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Qamarul Ain Khan, Director, Automotive Training Center, 114 Pickering Way, Lionville, PA 19353. (215) 363-6716.

826 CLIMATE CONTROL INSTITUTE

Specialization: Air conditioning, heating, and refrigeration.

Dates: Six months: classes begin every eight weeks.

Instruction: *Location* Wichita, Kansas: at institute. *Methods* not given. *By* not given.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate. A foreign student counselor/adviser is not available. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required.

Cost: \$3,295 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$50; refundable.

Contact: Admissions, Climate Control Institute, Inc., 3030 N. Hillside, Wichita, KS 67219. (316) 686-7355.

827 DETROIT ENGINEERING INSTITUTE

Specialization: Air conditioning, heating, and refrigeration.

Dates: One year: classes begin every 12 weeks.

Instruction: *Location* Detroit, Michigan: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. Program offered in English, Spanish, and Arabic depending on need. *By* institute faculty; all have minimum two years' field experience.

Highlights: Sponsor has offered this short-term program since 1950; program will be offered in 1985. Certificate upon minimum 1.5 grade point average, 85% attendance. Issues 1-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 120 participants; 4% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. Interview and school's reading and composition test.

Cost: \$3,800 for tuition.

Housing: In apartments, furnished rooms, with families.

Application: *Deadline* none. *Fee* \$200; refundable.

Contact: Peter Bercik, President, Detroit Engineering Institute, 2030 Grand River, Detroit, MI 48226. (313) 222-7450.

828 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Heating and air conditioning repair.

Dates: Oct. to Sept.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, science labs. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1969; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$3,126 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

829 INDIANA VOCATIONAL TECHNICAL COLLEGE

Specialization: Heating, air conditioning, and refrigeration.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 66 credit hours. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none; manual dexterity required. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,369.50 for tuition. Student will have to buy tools.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

830 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Air conditioning and refrigeration.

Dates: Six months: classes begin May and Sept.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate upon minimum C grade average, 85% attendance. I-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign

student counselor/adviser is not available. ESL instruction, reading and tutoring are available. 18 participants; 15% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school, school-administered vocational evaluation. *Professional* none. *Language* English proficiency on intermediate level is required. John Test: 50.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$25; refundable if not accepted for admission.

Contact: Donna Portnoy, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

831 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

Specialization: Heating and maintenance plumbing.

Dates: Six months: classes begin May and Sept.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1977; program will be offered in 1985. Certificate upon minimum C grade average, 85% attendance. I-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction, reading and math tutoring are available. 18 participants; 15% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school, school-administered vocational evaluation. *Professional* none. *Language* English proficiency on intermediate level is required. John Test: 50.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* none. *Fee* \$25; refundable if not accepted for admission.

Contact: Donna Portnoy, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

832 MISSISSIPPI GULF COAST JUNIOR COLLEGE

AIR CONDITIONING/ REFRIGERATION

Specialization: Installation, service, and repair combined with basic theory and scientific principles.

Dates: 2160 clock hours: open entry, open exit.

Instruction: *Location* Handsboro Station Gulfport, Mississippi: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jefferson Davis Campus, Handsboro Station Gulfport, MS 39501. (601) 896-3355.

833 MOUNTAIN STATES TECHNICAL INSTITUTE

Specialization: Air conditioning and refrigeration.

Dates: Seven and one-half months; classes begin every three to four weeks.

Instruction: *Location* Phoenix, Arizona: at school. *Methods* lectures, discussion groups, case studies, field trips, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available. 40 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$4,067 for tuition, books, tools.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* \$100; refundable within 3 days.

Contact: Ralph E. Fowler, Mountain States Technical Institute, 3120 N. 34 Dr., Phoenix, AZ 85017. (602) 269-7555.

834 ORLEANS TECHNICAL INSTITUTE**AIR CONDITIONING
AND REFRIGERATION**

Specialization: Installation, maintenance, and repair of residential and commercial air conditioning and refrigeration equipment.

Dates: April 9 to Sept. 17, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction, tutoring in reading and mathematics. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

835 ORLEANS TECHNICAL INSTITUTE**HEATING AND
MAINTENANCE PLUMBING**

Specialization: Installation, maintenance, and repair of domestic space and water systems and plumbing fixtures.

Dates: April 9 to Sept. 17, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania: at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1976; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction, tutoring in reading and mathematics. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,200 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

836 PHILADELPHIA TECHNICAL INSTITUTE SCHOOL OF TRADES

Specialization: Refrigeration and air conditioning.

Dates: 900 hours: continuous enrollment.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1935; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; 8% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL: 400.

Cost: \$3,150 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$300; refundable only upon visa denial.

Contact: Philadelphia Technical Institute School of Trades, 231-33 N. Broad St., Philadelphia, PA 19107. (215) 563-4547.

837 PRACTICAL SCHOOLS—A TECHNICAL INSTITUTE

Specialization: Master commercial refrigeration, heating, air conditioning and solar technology.

Dates: Feb. 13 to Nov. 16, July 2 to April 12, and Nov. 19 to Aug. 30.

Instruction: *Location* Anaheim, California: at school. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1958; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing assistance, tutoring. 35-40 participants; 5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, school entrance exam. *Professional* none. *Language* English proficiency on advanced level is required. TOEFL: 650.

Cost: \$5,394.50 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* one-half tuition; refundable.

Contact: Practical Schools, Admissions Dept., 1650 Babbitt, Anaheim, CA 92850. (714) 634-4565.

838 TECHNICAL CAREER INSTITUTES

Specialization: Home and commercial air conditioning and refrigeration.

Dates: Sept. to May, Dec. to Aug., March to Dec., and May to Feb.

Instruction: *Location* New York, New York: at institute. *Methods* lectures, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1974; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN, IAP-66. Foreign nationals on tourist

visa are eligible to enroll. A foreign student counselor/adviser is available. 10% foreign enrollment in 1983. Program is not evaluated.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500 or certification by U.S. Consulate.

Cost: \$4,250 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* two weeks prior. *Fee* \$50; refundable.

Contact: Alonzo Hendricks, Technical Career Institutes, 320 W. 31 St., New York, NY 10001. (212) 594-4000, ext. 242.

839 VATTEROTT & SULLIVAN EDUCATIONAL CENTERS

Specialization: Includes basic electricity; relays, contractors, and starters; refrigeration theory; and domestic and commercial heating, air conditioning, and refrigeration.

Dates: Nine months.

Instruction: *Location* Kansas City, Missouri: at center. *Methods* lectures, "hands-on" training. *By* center faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. I-20 authorization pending. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, school's entrance exam. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$50; not refundable.

Contact: Carol Palermo or Peggy Hunt, Vatterott & Sullivan Educational Centers, 1617 McGee, Kansas City, MO 64108. (816) 471-1811.

840 WAKE TECHNICAL COLLEGE

Specialization: Air conditioning, heating, and refrigeration servicing.

Dates: One year.

Instruction: *Location* Raleigh, North Carolina: at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1963; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$255 per 11-week quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.

Machinery

841 ALPENA COMMUNITY COLLEGE

MACHINE TOOL OPERATOR

Specialization: Training with machine tools on industrial machines, lathes, planes, grindings, milling machines, and related equipment.

Dates: Aug. to July.

Instruction: *Location* Alpena, Michigan: on campus. *Methods* lectures, discussion groups, case studies, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1969; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for learning skills center. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. TOEFL: 480.

Cost: \$3,400 inclusive.

Housing: In dormitories.

Application: *Deadline* 30 days prior. *Fee* none.

Contact: Max Lindsay, Director of Admissions, Alpena Community College, 666 Johnson, Alpena, MI 49707. (517) 356-9021.

842 EL PASO COMMUNITY COLLEGE

MACHINE SHOP

Specialization: Metal machining.

Dates: Aug. to May.

Instruction: *Location* El Paso, Texas: on campus. *Methods* lectures, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1982; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for career development, personal, immigration, and academic counseling. 15 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL: 450.

Cost: \$294 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$5; not refundable.

Contact: International Student Advisor, El Paso Community College, P.O. Box 20500, EL Paso, TX 79998. (915) 594-2217.

843 HAWKEYE INSTITUTE OF TECHNOLOGY

MACHINIST GENERAL

Specialization: Machine tool operation.

Dates: One year: classes begin every three months.

Instruction: *Location* Waterloo, Iowa: at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, computer-assisted instruction. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,605 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

844 INDIANA VOCATIONAL TECHNICAL COLLEGE

INDUSTRIAL MAINTENANCE

Specialization: Two options. Equipment: maintenance and repair of industrial equipment. Facility: maintenance and repair of building sites.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1983; program will be offered in 1985. Certificate upon completion of 61-104 credit hours depending on option. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$933.75 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond IN 47374. (317) 966-2656.

845 INDIANA VOCATIONAL TECHNICAL COLLEGE

MACHINE TOOL TECHNOLOGY

Specialization: Blueprint reading, machining and specialized machining, set-up and operation, machine tool processing, and technical communications.

Dates: One year: classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana: at college. *Methods* lectures, "hands-on" training, labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 60 credit hours. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* none. *Professional* not given. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$1,245 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

846 JEWISH EMPLOYMENT AND VOCATIONAL SERVICE

MACHINE TOOL OPERATIONS

Specialization: Classes in English as a Second Language and reading/math tutoring offered to persons enrolled in trade and business courses.

Dates: April to Oct., Oct. to March.

Instruction: *Location* Philadelphia, Pennsylvania: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training, language labs. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. I-20 authorization pending. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. ESL instruction, tutoring, and counseling are available. 18 participants; 15% foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. John Test: 50.

Cost: \$3,300 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* open. *Fee* \$25; refundable.

Contact: Donna Portnoy, Admissions Supervisor, A.P. Orleans Vocational Center, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

847 MISSISSIPPI GULF COAST JUNIOR COLLEGE GENERAL MACHINIST

Specialization: Production of shop sketches and operations on lathe, shaper, milling machine, drill press, grinders and planers.

Dates: 1380 clock hours: open entry, open exit.

Instruction: *Location* Gulfport, Mississippi: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Dean of Student Services, Harrison County Occupational Training Center, Gulfport, MS 39501. (601) 896-4822.

848 MISSISSIPPI GULF COAST JUNIOR COLLEGE MACHINE SHOP

Specialization: Blueprint reading, precision and non-precision hand tools and power tools, welding, shop math, and industrial safety.

Dates: 2160 clock hours: classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location* Gautier or Handsboro Station Gulfport, Mississippi: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602 or Dean of Student Services, Mississippi Gulf Coast Junior College, Jefferson Davis Campus, Handsboro Station Gulfport, MS 39501. (601) 896-3355.

849 NEVADA GAMING SCHOOLS

GAMING AMUSEMENT
MACHINE TECHNICIAN

Specialization: Program teaches repair of slot and amusement machines.

Dates: Feb. 13 to Aug. 29, Mar. 13 to Sept. 1, Apr. 10 to Sept. 29, and May 8 to Nov. 28.

Instruction: *Location* Sparks, Nevada; at school. *Methods* lectures, "hands-on" training. *By* school faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate upon minimum 77% average. Practical training is a program component; participants are not paid. I-20 authorization pending. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 120 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$4,088.50 for tuition, books, tools, registration.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* one week prior. *Fee* \$450; refundable.

Contact: Tom Jones, Nevada Gaming Schools, Inc., 881 E. Glendale Ave., Sparks, NV 89431. (702) 359-2345.

850 ORLEANS TECHNICAL INSTITUTE

MACHINE TOOL OPERATION

Specialization: Operate hand and stationary machines: lathes, milling machines, drill presses, grinders, and computerized numerical control lathe.

Dates: April 23 to Oct. 15, repeated in fall.

Instruction: *Location* Philadelphia, Pennsylvania; at institute. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average, 85% attendance. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for ESL instruction, tutoring in reading and mathematics. 18 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is preferred. Nelson Reading Test.

Cost: \$3,300 for tuition, books.

Housing: Not provided; sponsor does not assist in locating housing.

Application: *Deadline* not given. *Fee* \$25; not refundable.

Contact: Linda Kates, Admissions Representative, Orleans Technical Institute, 1330 Rhawn St., Philadelphia, PA 19111. (215) 728-4400.

851 PARKLAND COLLEGE

MACHINE TOOL OPERATIONS

Specialization: Prepares students for production work, general machining and/or setup and fabrication.

Dates: Aug. to June.

Instruction: *Location* Champaign, Illinois; on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Certificate upon completion of 34 semester hours. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling, ESL instruction, and International Student Club. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 470.

Cost: About \$3,000 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none.

Contact: Charles G. Baldwin, Parkland College, 2400 W. Bradley, Champaign, IL 61821. (217) 351-2200, ext. 247.

852 SEATTLE MECHANICS SCHOOL

Specialization: Heavy equipment repair.

Dates: July 30 to May 2, Sept. 17 to June 17, Oct. 29 to July 31, and Dec. 12 to Sept. 19.

Instruction: *Location* Seattle, Washington: at school (classroom and shop). *Methods* lectures, field trips, individualized instruction, "hand-on" training. *By* school faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate upon completing six units of 180 classroom hours each, minimum 70% grade average. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school, mechanical aptitude test. *Professional* none. *Language* English proficiency is required. General Skills Test (school produced): 70.

Cost: \$4,695 for tuition, books, fees.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: William A. Sheehan, Jr., Seattle Mechanics School, 9112 E. Marginal Way South, Seattle, WA 98108. (206) 762-5404.

853 UMPQUA COMMUNITY COLLEGE

HYDRAULICS AND PNEUMATICS TECHNICIAN

Specialization: Metallurgy, mechanical design, blueprint reading, hydraulics, and pneumatics.

Dates: One year.

Instruction: *Location* Roseburg, Oregon: on campus. *Methods* lectures, field trips. *By* college faculty, professional guest speakers/lecturers.

Highlights: Certificate. Practical training is a program component. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: About \$6,306 inclusive. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none. *Scholarship application deadline* not given.

Contact: Joan Knudtson, Foreign Student Advisor, Umpqua Community College, P.O. Box 967, Roseburg, OR 97470. (503) 440-4604, ext. 646.

854 UMPQUA COMMUNITY COLLEGE

MACHINE TECHNICIAN

Specialization: Metallurgy, blueprint reading, machine shop practices.

Dates: One year.

Instruction: *Location* Roseburg, Oregon: on campus. *Methods* lectures, field trips. *By* college faculty, professional guest speakers/lecturers.

Highlights: Certificate. Practical training is a program component. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is

available. English language courses available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,160 for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* none. *Scholarship application deadline* none.

Contact: Joan Knudtson, Foreign Student Advisor, Umpqua Community College, P.O. Box 967, Roseburg, OR 97470. (503) 440-4604, ext. 646.

855 WESTARK COMMUNITY COLLEGE

MACHINE SHOP

Specialization: Computer-controlled machinery.

Dates: Aug. 22 to Aug. 10 and Jan. 9 to Dec. 17.

Instruction: *Location* Fort Smith, Arkansas; on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1962; program will be offered in 1985. Certificate upon completion of 43 hours of required courses. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for tutoring services. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 475.

Cost: About \$7,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* July 1. *Fee* none.

Contact: Jane Pryor, Westark Community College, P.O. Box 3649, Fort Smith, AR 72913. (501) 785-4241.

Welding

856 AAA WELDING SCHOOL

WELDER-FITTER

Specialization: Various techniques including electric arc (MIG, TIG welding), oxy-acetylene cutting, blueprint reading, and fitting of plate and pipe.

Dates: 15- and 30-week programs available; classes begin monthly except December.

Instruction: *Location* Tulsa, Oklahoma; at school. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1978; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for housing and language assistance. 25 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is preferred.

Cost: \$4,050 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* \$25; not refundable.

Contact: Wayne Sells, AAA Welding School, 9363 E. 46 St., Tulsa, OK 74145. (918) 627-2699.

857 ABC TECHNICAL AND TRADE SCHOOLS

MASTER WELDING

Specialization: A two-level course: Combination Welder includes oxy-acetylene and electric arc; Master Welder includes oxy-acetylene, electric arc, TIG, pipe and TIG on pipe.

Dates: 28 weeks: classes begin monthly.

Instruction: *Location* Tucson, Arizona: at school. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1956; program will be offered in 1985. Certificate upon minimum 70% grade average. Practical training is a program component; participants are not paid. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 20 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* passing mechanical aptitude test. *Professional* ability level tested if previous work experience. *Language* English proficiency on intermediate level is required.

Cost: \$4,800 for tuition, books, certifications, safety insurance.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* five days prior. *Fee* \$75; not refundable.

Contact: Dr. Marshall Maher, School Director, ABC Technical and Trade Schools, 3761 E. Aviation Hwy., Tucson, AZ 85713. (602) 748-1762.

858 CERTIFIED WELDING SCHOOL

COMBINATION WELDING

Specialization: Welding, blueprint reading, welding theory. Ninety percent of program is "hands-on" training.

Dates: Four to five months: classes begin weekly.

Instruction: *Location* Englewood, Colorado: at school. *Methods* lectures, field trips, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. A bilingual interpreter may be available. 180 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* none; minimum age 16 years. *Professional* none; mechanical aptitude and hand-eye coordination required. *Language* English proficiency on beginning level is preferred.

Cost: \$5,985 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 30 days prior. *Fee* \$100; not refundable.

Contact: Gordon Bay, President, Certified Welding School, Inc., 3701 S. Kalamath, Englewood, CO 80110. (303) 785-7845.

859 COLORADO MOUNTAIN COLLEGE

Specialization: Combination/pipe welding.

Dates: Aug. to July.

Instruction: *Location* Steamboat Springs, Colorado: on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty, industry guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1980; program will be offered in 1985. Certificate. Practical training is a program component. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for ESL instruction. Intensive ESL program is available. 20 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* not given. *Language* English proficiency on intermediate level is required. TOEFL: 500 or Univ. of Michigan Test: 80.

Cost: \$5,675 for tuition.

Housing: In dormitories.

Application: *Deadline* July. *Fee* none.

Contact: Admissions Office, Colorado Mountain College, Alpine Campus, P.O. Box 775288, Steamboat Springs, CO 80477. (303) 879-3288.

860 GENERAL TECHNICAL INSTITUTE WELDING TRADE SCHOOL

Specialization: Programs available in welding and blueprint reading. Will tailor programs to meet welding standards and codes of native country.

Dates: Feb. 1 to Aug. 30.

Instruction: *Location* Linden, New Jersey. *Methods* lectures, discussion groups, individualized instruction, "hands-on" training. Instruction available in Spanish. *By* institute faculty.

Highlights: Sponsor has offered short-term programs since 1954; programs will be offered in 1985. Certificate. Practical training is a program component; participants are paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for transportation and housing assistance. 20 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required.

Cost: \$865-\$2,665 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 30 days prior. *Fee* \$100; refundable.

Contact: Gregory G. Sytch, President, General Technical Institute Welding Trade School, 1118 Baltimore Ave., Linden, NJ 07036. (201) 486-9354.

861 HAWKEYE INSTITUTE OF TECHNOLOGY

Specialization: Welding.

Dates: One year; classes begin every three months.

Instruction: *Location* Waterloo, Iowa; at institute. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* institute faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 15 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: \$2,918 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Admissions Office, Hawkeye Institute of Technology, P.O. Box 8015, Waterloo, IA 50704. (319) 296-2320.

862 INDIANA VOCATIONAL TECHNICAL COLLEGE

Specialization: Gas and arc welding, blueprint interpretation, electrical fundamentals, MIG, TIG metallurgy, and gas fusion and brazing.

Dates: Four to six quarters; classes begin Sept., Nov., Feb., and May.

Instruction: *Location* Richmond, Indiana; at college. *Methods* lectures, "hands-on" training, science labs. *By* college faculty.

Highlights: Sponsor has offered this short-term program previously; program will be offered in 1985. Technical certificate upon completion of 42-66 credit hours. Students

may receive an Occupational certificate or take individual courses to upgrade existing skills. Issues I-20AB. A foreign student counselor/adviser is available. ESL instruction is available. No foreign enrollment in 1983.

Eligibility: *Academic* secondary school. *Professional* manual dexterity. *Language* English proficiency on advanced level is required. TOEFL.

Cost: \$871.50 for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* none. *Fee* not given.

Contact: Linda Przybysz, Admissions Coordinator, Indiana Vocational Technical College, 2325 Chester Blvd., Richmond, IN 47374. (317) 966-2656.

863 IOWA LAKES COMMUNITY COLLEGE

WELDING & CUTTING

Specialization: Opportunity for state certification in plate and pipe welding.

Dates: Aug. to May.

Instruction: *Location* Emmetsburg, Iowa; on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1979; program will be offered in 1985. Certificate upon minimum 2.0 grade point average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is not available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.

Cost: About \$4,500 inclusive.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* Aug. 1. *Fee* \$10; not refundable.

Contact: Dallas Freeman, Director of Admissions, Iowa Lakes Community College, Estherville, IA 51334. (712) 362-2604.

864 MISSISSIPPI GULF COAST JUNIOR COLLEGE

WELDING

Specialization: Pipe and plate welding, using the latest techniques.

Dates: 1080 clock hours; classes begin Aug. 17, Jan. 3, and May 23.

Instruction: *Location* Gautier, Perkinston, or Lucedale, Mississippi; on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Program will be offered in 1985. Certificate. Practical training may be a program component; participants may be paid. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. Limited admissions access for foreign nationals. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency is required. TOEFL.

Cost: \$222 per semester for tuition, books.

Housing: In dormitories.

Application: *Deadline* open. *Fee* \$30; not refundable.

Contact: Dean of Student Services, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, MS 39553. (601) 497-9602; Dean of Student Services, Mississippi Gulf Coast Junior College, Perkinston Campus, Perkinston, MS 39573. (601) 928-5211; or Dean of Student Services, George County Occupational Training Center, Lucedale, MS 39452. (601) 947-4201.

865 MODERN TRADE TECHNICAL SCHOOL**Specialization:** Combination welding.**Dates:** 31 weeks: classes begin weekly.**Instruction:** *Location* Downey, California: at school. *Methods* individualized instruction, "hands-on" training. *By* professional instructors.**Highlights:** Program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. Program is not evaluated.**Eligibility:** *Academic* secondary school. *Professional* not given. *Language* English proficiency on beginning level is required.**Cost:** \$4,400 for tuition, books.**Housing:** Not provided.**Application:** *Deadline* open. *Fee* none.**Contact:** Admissions Representative, Modern Trade Technical School, 9722 E. Firestone Blvd., Downey, CA 90241. (213) 923-9489 or (213) 869-1552.**866 NORTHEASTERN JUNIOR COLLEGE****Specialization:** Welding.**Dates:** Nine months.**Instruction:** *Location* Sterling, Colorado: on campus; at work site. *Methods* lectures, discussion groups, field trips, "hands-on" training, labs. *By* college faculty, professional guest speakers/lecturers.**Highlights:** Sponsor has offered short-term programs since 1979; program will be offered in 1985. Certificate upon minimum C grade average. Practical training is a program component; participants are not paid. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for complete student services. 3% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 500.**Cost:** \$5,700 for tuition, meals, housing, fees. **Scholarship:** Partial.**Housing:** In dormitories.**Application:** *Deadline* Sept. 1. *Fee* \$10; not refundable. *Scholarship application deadline* March 20.**Contact:** Garnie Johnson, Director of Admissions, Northeastern Junior College, Sterling, CO 80751. (303) 522-6600, ext. 653.**867 OLNEY CENTRAL COLLEGE****Specialization:** Welding and cutting.**Dates:** Sept. 6 to May 26.**Instruction:** *Location* Olney, Illinois: on campus. *Methods* lectures, individualized instruction, "hands-on" training. *By* school faculty.**Highlights:** Sponsor has offered this short-term program since 1972; program will be offered in 1985. Certificate. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available for immigration, personal, and academic counseling. 20 participants; 10% foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.**Eligibility:** *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 450 or Univ. of Michigan Test: 80.**Cost:** About \$6,079 for tuition, books.**Housing:** Not provided; sponsor does assist in locating housing.**Application:** *Deadline* Aug. 25. *Fee* \$30; not refundable.**Contact:** Dave Cunningham, International Student Adviser, Olney Central College, Olney, IL 62450. (618) 395-4351.

868 PIEDMONT TECHNICAL COLLEGE**WELDING TECHNOLOGY**

Specialization: Welding techniques including electric arc, oxy-acetylene gas, and inert gas welding.

Dates: Sept. 1 to Aug. 30.

Instruction: *Location* Greenwood, South Carolina: on campus. *Methods* lectures, discussion groups, field trips, individualized instruction, "hands-on" training. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1966; program will be offered in 1985. Certificate. Issues I-20AB. Foreign nationals on tourist visa are not eligible to enroll. A foreign student counselor/adviser is available. 60 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 450.

Cost: \$1,300 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* June 15. *Fee* \$20; not refundable.

Contact: Becky Sullivan, Coordinator of Admissions, Piedmont Technical College, P.O. Drawer 1467, Greenwood, SC 29648, (803) 223-8357.

869 JAMES SPRUNT TECHNICAL COLLEGE**WELDING**

Specialization: Beginning welding, arc welding, inert gas welding, and pipe welding.

Dates: One year.

Instruction: *Location* Kenansville, North Carolina: on campus. *Methods* lectures, discussion groups, case studies, field trips, individualized instruction, "hands-on" training, computer-assisted instruction, labs, independent study/research. *By* college faculty.

Highlights: Sponsor has offered this short-term program since 1964; program will be offered in 1985. Certificate. A foreign student counselor/adviser is available.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$51 per quarter for tuition. **Scholarship:** Full.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* not given. *Scholarship application deadline* not given.

Contact: Rita B. Brown, Director of Admissions and Records, James Sprunt Technical College, P.O. Box 398, Kenansville, NC 28349, (919) 296-1341, ext. 236.

870 TULSA WELDING SCHOOL**FITTER/WELDING COURSE**

Specialization: Pipe welding and fitting.

Dates: 20 weeks: classes begin monthly.

Instruction: *Location* Tulsa, Oklahoma: at school. *Methods* case studies, individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered this short-term program since 1949; program will be offered in 1985. Certificate. Practical training is a program component; participants are not paid. Issues I-20AB, I-20MN. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for general assistance and local orientation. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,075 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* 30 days prior. *Fee* \$50; \$25 refundable.

Contact: N.A. Norman, Tulsa Welding School, P.O. Box 9829, Tulsa, OK 74157, (918) 587-6789.

871 UMPQUA COMMUNITY COLLEGE**WELDING**

Specialization: Gas welding, arc welding, metallurgy, blueprint reading, and industrial electricity.

Dates: One year.

Instruction: *Location:* Roseburg, Oregon: on campus. *Methods:* lectures, field trips. *By:* college faculty, professional guest speakers/lecturers.

Highlights: Certificate. Practical training is a program component. Issues I-20AB. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available. English language courses available. 25 participants; no foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school. *Professional:* none. *Language:* English proficiency on beginning level is required. TOEFL: 500.

Cost: \$2,160 for tuition. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* not given. *Fee:* none. *Scholarship application deadline:* not given.

Contact: Joan Knudtson, Foreign Student Advisor, Umpqua Community College, P.O. Box 967, Roseburg, OR 97470. (503) 440-4604, ext. 646.

872 UNITED TECHNICAL INSTITUTE

Specialization: Welding.

Dates: Two, three, four, five, and six months: classes begin weekly.

Instruction: *Location:* Wichita, Kansas: at institute. *Methods:* lectures, field trips, individualized instruction, "hands-on" training. Instruction available in English, Thai, Vietnamese, Laotian. *By:* institute faculty.

Highlights: Sponsor has offered short-term programs since 1978; programs will be offered in 1985. Certificate upon passing American Society of Mechanical Engineer's Code Test. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is available for counseling and translating. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic:* secondary school or aptitude test. *Professional:* none. *Language:* English proficiency on beginning level is required.

Cost: \$1,786-\$4,855 for tuition, books. **Scholarship:** Partial.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline:* none. *Fee:* \$50; refundable.

Contact: Terri K. Cuellar, United Technical Institute, 1301 S. Handley, Wichita, KN 67213. (316) 263-7939.

**873 VATTEROTT & SULLIVAN
EDUCATIONAL CENTERS****CONTEMPORARY WELDING**

Specialization: Taught in seven units: oxy-acetylene welding; shielded metal arc welding (four units); OT pipe welding; and gas tungsten arc including blueprint reading and welding theory.

Dates: Nine months: classes begin every four weeks.

Instruction: *Location:* Kansas City, Missouri: at center. *Methods:* lectures, "hands-on" training. *By:* center faculty.

Highlights: Sponsor has offered this short-term program since 1973; program will be offered in 1985. Certificate. I-20 authorization pending. Foreign nationals on tourist visa are eligible to enroll. A foreign student counselor/adviser is not available. 100 participants; 1% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school, school's entrance exam. *Professional* none. *Language* English proficiency on intermediate level is required.

Cost: \$4,600 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* not given. *Fee* \$50; not refundable.

Contact: Carol Palermo or Peggy Hunt, Vatterott & Sullivan Educational Centers, 1617 McGee, Kansas City, MO 64108. (816) 471-1811.

874 WAKE TECHNICAL COLLEGE

Specialization: Practical welding.

Dates: Six months.

Instruction: *Location* Raleigh, North Carolina: at school. *Methods* individualized instruction, "hands-on" training. *By* school faculty.

Highlights: Sponsor has offered short-term programs since 1963; programs will be offered in 1985. Certificate upon minimum 70% grade average. Issues I-20AB, I-20MN. Foreign nationals on tourist visa may be eligible to enroll. A foreign student counselor/adviser is available. 20-30 participants; 1.5% total foreign enrollment in 1983. Program is evaluated; evaluations are not available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on intermediate level is required. TOEFL: 550.

Cost: \$255 per 11-week quarter for tuition.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* none.

Contact: Office of Admissions, Wake Technical College, 9101 Fayetteville Rd., Raleigh, NC 27603. (919) 772-0551.

875 WELDER TRAINING AND TESTING INSTITUTE

COMBINATION WELDING

Specialization: Eighty percent of program is demonstration and "hands-on" competency-based training.

Dates: 25 weeks; classes begin monthly.

Instruction: *Location* Allentown, Pennsylvania: at institute. *Methods* individualized instruction, "hands-on" training. *By* institute faculty, professional guest speakers/lecturers.

Highlights: Sponsor has offered this short-term program since 1970; program will be offered in 1985. Certificate. Issues I-20AB. A foreign student counselor/adviser is available. 60 participants; 3-5% foreign enrollment in 1983. Program is evaluated; evaluations are available to prospective participants.

Eligibility: *Academic* secondary school. *Professional* none. *Language* English proficiency on beginning level is required. School language test.

Cost: \$3,701.45 for tuition, books.

Housing: Not provided; sponsor does assist in locating housing.

Application: *Deadline* open. *Fee* not given.

Contact: Robert K. Wiswesser, President, Welder Training and Testing Institute, 729 E. Highland St., Allentown, PA 18103. (215) 437-9720.



THE UNITED STATES
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SERVICE ORGANIZATIONS

Foreign nationals studying in the United States, even for short periods, may need more information than this directory provides regarding housing, study, and practical training. There are some organizations that will provide housing for short periods. Other organizations sponsor their own study programs. Many agencies have counseling and information services and issue their own publications. A few will meet arriving foreign students at their point of entry. The following is a list of such service organizations in the United States:

AIESEC (International Association of Students in Economics and Business Management)
14 W. 23 St., New York, NY 10010
Telephone: 212-206-1888 Telex: 220923ASEC UR

A student-run, nonprofit, international organization devoted to paid internships, seminar training programs, global management, and leadership development. It has world headquarters in Belgium and a U.S. office in New York City. AIESEC places over 30,000 students at 400 universities in 58 countries. In the United States, AIESEC committees are located at 63 affiliated colleges and universities. AIESEC makes visa, insurance, housing, transportation, and social arrangements for its trainees.

AFS International/Intercultural Programs
313 E. 43 St., New York, NY 10017
Telephone: 212-661-4550 Cable: AFSWORLD, N.Y. Telex: 424031

A nonprofit organization which offers opportunities for U.S. families to host students from different countries and arranges homestay programs for U.S. students abroad. High school sophomores, juniors, and seniors live for a semester, full year, or summer with families, attend school, and participate in the activities of their host communities.

American Institute for Foreign Study
102 Greenwich Ave., Greenwich, CT 06830
Telephone: 202-869-9090 Telex: 965932

AIFS organizes "Camp America," which brings Europeans to the United States to work as camp counselors; "Summer in America," which organizes summer homestays for foreign nationals; and "Academic Year in America" for foreign students.

American Youth Hostels, Inc.
National Administrative Office, 1332 I St., NW, Suite 800, Washington, DC 20005
Telephone: 202-783-6161

A nonprofit, nonsectarian, nonpolitical organization operating more than 5,000 hostels in 60 countries, about 300 of which are located in the United States. It provides overnight accommodations for between \$3 and \$8 per night. Membership in AYH is required. Each hostel has its own rules, and hostellers should refer to *The AYH Handbook* for specific details on overnight fees, customs, etc. AYH provides a variety of travel services and group trips for members.

Association for International Practical Training
217 American City Building, Columbia, MD 21044
Telephone: 301-997-2200 Telex: 4422029

A nonprofit, educational exchange organization concerned with arranging on-the-job practical training. Its program and services include placing trainees from other countries with employers in the United States and placing U.S. trainees with employers abroad.

Council on International Educational Exchange
205 E. 42 St., New York, NY 10017
Telephone: 212-661-1414 Telex: 423227

This nonprofit, international education organization provides counseling and information services; publishes brochures and books; organizes conferences, seminars, and workshops; issues the International Student I.D. Card; and provides assistance to individuals, colleges, universities, and other organizations on matters of international education. CIEE has offices in Berkeley, California; Boston; Los Angeles; New York City; San Diego; San Francisco; Seattle; Paris; and Tokyo.

Experiment in International Living
Kipling Rd., Brattleboro, VT 05301
Telephone: 802-257-7751

A nonprofit organization promoting global understanding through travel, language training, cross-cultural orientation, and homestays. It offers educational programs in the United States for foreign nationals and summer and semester abroad programs for U.S. secondary school and college students.

Foreign Student Service Council
1623 Belmont St., NW, Washington, DC 20009
Telephone: 202-232-4979

FSSC, a nonprofit organization, offers three-day homestays (with at least two weeks' advance notice), dinner and holiday visits in area homes, a housing referral service, open houses, sightseeing, professional appointments, a speakers bureau for local schools and civic organizations, and other general assistance. The Council conducts seminars on foreign policy, media, energy, business, and elections for international students studying locally and throughout the country.

Institute of International Education
809 United Nations Plaza, New York, NY 10017
Telephone: 212-883-8470 Cable: INTERED Telex: 42207

A source of information on educational exchange in the United States and abroad. It distributes over 60,000 publications annually, including basic guides for both U.S. and foreign students, and it provides professional services to study-abroad advisers, foreign student advisers, and admissions officers on campus. Through its worldwide network of offices, IIE counsels and provides information services to over 150,000 students each year both in the United States and abroad. IIE has offices in Atlanta, Chicago, Denver, Houston, San Francisco, Washington, D.C., Bangkok, Hong Kong, Mexico City, Jakarta, Zimbabwe, and Barbados.

International Student Service
236 E. 47 St., New York, NY 10017
Telephone: 212-319-0606 Cable: FORSTUDENT Telex: ISS620675

A nonprofit organization, ISS sponsors the "Arrival Program," which meets foreign students upon request at their U.S. port of entry; the "International Camp Counselor Program," where young people from abroad work as counselors in the United States; and various homestay and exchange programs.

Meridian House International
1630 Crescent Pl., NW, Washington, DC 20009
Telephone: 202-332-1028

Meridian House, a nonprofit organization, offers an orientation to the United States for visitors who are sponsored by the U.S. government, foreign governments, or private organizations; seminars on U.S. education and political systems and improving cross-cultural skills in U.S. society; homestays; and tours of Washington, D.C. It conducts a five-day orientation program that acquaints foreign visitors with the U.S. way of life and culture.

Traveler's Aid Services
207 W. 43 St., New York, NY 10036
Telephone: 212-944-0013

A nonprofit counseling and referral service for emergencies and/or victims of crime. The organization contacts the appropriate city, state, federal, or foreign agency for help. Assistance for housing, clothing, food, medicine, transportation, and communication are made available.

U.S. Servas Committee
11 John St., Room 406, New York, NY 10038
Telephone: 212-267-0252

To promote international understanding, U.S. Servas provides to approved travelers orientation and lists of hosts who offer a visit of a few hours to several days.

Youth for Understanding
3501 Newark St., NW, Washington, DC 20016
Telephone: 202-966-6808 Telex: 892569

Youth for Understanding sponsors international student exchange programs for 15- to 18-year-olds. Programs last from two months to one year with host families in both the United States and abroad.

BIBLIOGRAPHY

This annotated bibliography lists publications that may assist foreign nationals planning short-term study in the United States. Many of these publications provide information useful for preliminary planning for study in the United States. Others provide specific information about fields of study, training and short-term study opportunities, and travel in the United States.

Many of these publications are available in the United States in college, university, or major public libraries. In other countries, they may be consulted at counseling centers and in IIE's counseling overseas offices in Bangkok, Hong Kong, and Mexico City.

If you wish to buy any of these books or any of the books mentioned elsewhere in *Specialized Study Options U.S.A.*, please write to the publisher, not to IIE. For books published by IIE, orders—prepayment is required—should be sent to:

Communications Division, Box 51A
Institute of International Education
809 United Nations Plaza
New York, NY 10017

IIE PUBLICATIONS FOR FOREIGN NATIONALS

Absence of Decision: Foreign students in American colleges and universities. Craufurd D. Goodwin and Michael Nacht. 1983. Single copies free.

Research report on foreign students in U.S. colleges and universities and whether the United States and its education system are politically, economically, structurally, and psychologically prepared to handle their ever-increasing numbers.

The Community, Technical, and Junior College in the United States: A guide for foreign students. Barbara Cahn Connolly, ed. 1978. \$4.50 in U.S., \$6.50 overseas.

Lists two-year institutions, their fields of study, application procedures, and costs.

Costs at U.S. Educational Institutions 1983/84, 1983. Annual. \$22.95 in U.S., \$27 overseas.

Contains living costs, tuition and fees, and school calendars at U.S. institutions of higher education to assist foreign students in financial planning.

English Language and Orientation Programs in the United States. James O'Driscoll, ed. 1984. \$8.95 in U.S., \$13 overseas.

Lists by state English language programs, separate orientation programs with English language training, and special opportunity programs offered by U.S. academic and other training institutions (public, private, and proprietary).

Fields of Study in U.S. Colleges & Universities: A guide for foreign students. Barbara Cahn Connolly, comp. 1979. \$1.50 in U.S., \$3.50 overseas.

Describes fields of study offered in U.S. postsecondary institutions. Includes additional sources of information. Cross-referenced by subfields.

Fondness and Frustration: The impact of American higher education on foreign students with special reference to the case of Brazil. Craufurd D. Goodwin and Michael Nacht. 1984. Single copy free.

Drawn from interviews with Brazilians who studied in the U.S., to determine the effects, both pro and con, of their U.S. education as applied toward their home country.

A Guide to Scholarships, Fellowships, and Grants. A selected bibliography. Kathleen Slowik and Diane D'Angelo, comps. 1982. Single copies free; \$15 per 100 in U.S.; \$17 per 100 overseas.

An annotated list of sources of financial aid for international study.

Open Doors: Report on international education exchange. Douglas R. Boyan, ed. 1984. Annual. \$22.95 in U.S.; \$27 overseas.

Presents data on the size, distribution, and composition of the foreign-student population. Over 100 tables, maps, illustrations, and an explanatory text.

Profiles: The foreign student in the United States. Douglas R. Boyan, ed. 1984. Biennial. \$22.95 in U.S.; \$27 overseas.

The *Profiles* series complements *Open Doors*. This edition correlates, country by country, data on age, sex, academic level, and field of study of foreign nationals.

Study of Agriculture in the United States: A guide for foreign students. Barbara Cahn Connotillo, ed. 1979. \$4.50 in U.S.; \$6.50 overseas.

Lists U.S. postsecondary agricultural institutions and includes an introduction for the foreign student to the study of agriculture.

Study in U.S. Colleges and Universities. Yalita Bennett, ed. 1983. Single copies free; \$15 per 100 in U.S.; 17 per 100 overseas.

A booklet designed to answer basic questions on postsecondary study in the United States. Includes sections on the U.S. higher education system, application procedures, entrance examinations, grading and credit systems, accreditation and financial aid. Bibliography and glossary.

Summer Learning Options U.S.A.: A guide for foreign nationals. Barbara Cahn Connotillo, ed. 1983. \$8.95 in U.S.; \$13 overseas.

Lists by field of study short-term programs available April through September in the U.S. accessible to foreign nationals. Entries include information on dates, costs, credits, admissions restrictions, application deadlines, methods of instruction, and other relevant details on more than 300 programs offered during the summer months. Bibliography of related publications.

GENERAL REFERENCE

Business Traveler's Handbook: United States and Canada. Michele McGann Steege, ed. New York: Facts on File, 1982. \$11.95. (Available from Facts on File, 460 Park Ave. S., New York, NY 10016.)

This handbook contains chapters on nine regions and 29 cities in the United States, as well as each of the ten Canadian provinces. Information on economy, geography, business climate, hotels and restaurants, and tourist information are outlined. Addresses and phone numbers are included.

Directory of Community Organizations Serving Short-Term International Visitors. Washington, DC: National Council for International Visitors (NCIV), 1983. \$10. (Available from NCIV, Meridian House International, 1630 Crescent Pl., NW, Washington, DC 20009.)

A guide to organizations that assist visitors from abroad. Includes information on city populations, types of visitors each organization is able to accommodate, and names and addresses of contacts for each geographic area.

Elderhostel 1984 Winter/Spring and Overseas Catalog. Boston: Elderhostel, Inc., 1984. Free. (Available from Elderhostel, 100 Boylston St., Boston, MA 02116.)

This catalog describes programs designed for participation by those 60 years of age or over. The catalog is published three times a year and covers special low-cost, short-term residential academic programs offered throughout North America and Europe.

Encyclopedia of Associations. Denise S. Akey, ed. 18th ed., 3 vols. Detroit, MI: Gale Research Co., 1983. Annual. Vol. 1: *National Organizations of the U.S.*, \$170; Vol. 2: *Geographic & Executive Index*, \$150; Vol. 3: *New Associations & Projects*, \$165. (Available from Gale Research Co., Book Tower, Detroit, MI 48226.)

Comprehensive listing of organizations with descriptions of their activities, including purpose, functions, and publications. Listings are by area of activity, with an alphabetical index.

Hosteling USA: The official American Youth Hostels handbook. 3rd ed. Charlotte, NC: East Woods Press, 1983. \$5.95. (Available from East Woods Press, 429 East Blvd., Charlotte, NC 28203.)

Provides up-to-date listings of over 250 hostels operated by American Youth Hostels. Maps and directions to hostels are included, along with a full description of each hostel.

Hotel and Motel Redbook, 1984. New York: American Hotel and Motel Directory Corporation, 1984. Annual. \$39.50. (Available from the American Hotel and Motel Directory Corporation, 888 Seventh Ave., New York, NY 10019.)

A directory of hotels, motels, and resorts throughout the world. The United States section is divided by state.

Learning Vacations. Gerson G. Eisenberg, 4th ed. Princeton, NJ: Peterson's Guides, 1982. \$7.95 plus \$1.25 postage and handling. (Available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08540.)

Lists academic, cultural, recreational, and social activities that can be pursued while on vacation in the United States. Indexed and cross-referenced by institution, subject, and geographic location.

Living in the U.S.A. Alison Raymond Latimer, ed. rev. ed. New York: Overseas Briefing Associates in association with Intercultural Press, 1981. \$7.50. (Available from Intercultural Press Inc., 70 W. Hubbard St., Chicago, IL 60610.)

For foreign nationals, describes life in the United States from initial arrival and discusses customs, culture, housing, visas and immigration, and travel.

The Rights of Aliens. David Carlimer. New York: Avon Books, 1977. \$2.95. (Available from Avon Books, 224 W. 57 St., New York, NY 10019.)

One of a continuing series of handbooks published in cooperation with the American Civil Liberties Union, this book informs foreign nationals of their rights under American law. Includes appendices on organizations that assist aliens as well as a table of statutory restrictions on alien employment.

1984 Student Travel Catalog. Gillian Batchelder, ed. New York: Council on International Educational Exchange (CIEE), 1984. Annual. Free. (Available from CIEE, 205 E. 42 St., New York, NY 10017.)

Provides students with information on basic necessities such as passports, the International Student I.D. Card, and the American Youth Hostel Card. Also provides details on travel in the United States, low-cost rail passes, budget-car plans and flexible tours.

Summer Opportunities for Kids and Teenagers 1984, Diane Conley, ed. Princeton, NJ: Peterson's Guides, 1984. \$9.95. (Available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08540.)

A directory of over 750 programs offered by camps, schools, colleges, foreign and domestic travel programs, as well as other summer activities for young people. Programs are listed geographically and by the various activities and academic subjects they offer. Programs that offer summer jobs for high school and college students are included.

Travel Ability: A guide for physically disabled travelers in the U.S. Lois Reamy. New York: Macmillan Publishing Co., 1978. \$13.95. (Available from Macmillan Publishing Co., Front & Brown Sts., Riverside, NJ 08370.)

Offers travel hints and facilitates travel for the physically disabled by listing hotels with barrier-free rooms and travel agents who specialize in working with disabled clients.

Where to Stay USA: From \$3 to \$25 a night. Marjorie A. Cohen, ed. New York: Council on International Educational Exchange (CIEE) and Frommer/Pasmanier, 1984. \$8.95. (Available from CIEE, 205 E. 42 St., New York, NY 10017.)

State-by-state list of more than 1,700 places to spend the night for under \$25, including hotels and motels, guest houses, hostels, Y's, dormitories, and campsites. Advice on low-budget travel and tourist information. A special section for foreign visitors outlines travel discounts and service organizations that can help international visitors.

The Y's Way to Visit the USA and Canada. New York: YMCA, 1984. Free. (Available from YMCA, 356 W. 34 St., New York, NY 10001.)

A brochure describing accommodations in the "Y's" of North America.

U.S. HIGHER EDUCATION— GENERAL

Accredited Institutions of Postsecondary Education: Programs candidates. Sherry S. Harris, ed. Washington, DC: American Council on Education, 1984. Annual. \$17.50. (Available from Macmillan Publishing Co., Front & Brown Sts., Riverside, NJ 08370.)

Listing of accredited two- and four-year institutions, their names and addresses, a brief statement of control (public, private), type of academic calendar, level of degrees offered, name of chief executive officer, enrollment, and telephone number.

Barron's Profiles of American Colleges, Vol. 1: Descriptions of the colleges, rev. ed. Woodbury, NY: Barron's Educational Series, Inc., 1982. \$11.95. (Available from Barron's Educational Series, Inc., 113 Crossways Park Dr., Woodbury, NY 11797.)

Capsule profile of accredited four-year institutions listing enrollment, calendar, application deadline, tuition and fees, room and board costs, admission requirements, and a separate section of advice for foreign students. Includes testing and admission, going to the United States, arriving on campus, English language and cultural orientation programs, and expenses.

The College Bluebook of Occupational Education, 19th ed. New York: Macmillan Publishing Co., 1983. \$44. (Available from Macmillan Publishing Co., Front & Brown Sts., Riverside, NJ 08370.)

Over 9,000 U.S. business, trade, and technical schools listed according to geographic location. Each entry includes curriculum, entrance requirements, certification information, financial aid, and contact persons when available. Also includes individual-state regulatory information.

The Engineering/High Tech Student's Handbook. David Reyes-Guerra and Alan Fischer with Peterson's Guides. Princeton, NJ: Peterson's Guides, 1984. \$8.95. (Available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08540.)

Lists 450 colleges that offer undergraduate programs in the engineering and high-technology fields. Provides full information on 44 high-tech and engineering majors.

Entering Higher Education in the United States: A guide for students from other countries, rev. ed. New York: The College Board, 1981. 50-99 copies 65¢ ea, 100 or more copies 55¢ ea. 50 copies minimum order. (Available from College Board Publications, P.O. Box 886, New York, NY 10106.)

Provides general information for foreign nationals about U.S. higher education. Includes information on postsecondary institutions, basic considerations and qualifications, language proficiency, financial support, centers for information about U.S. higher education, application procedures, visa requirements, orientation programs, a glossary, and selected resource materials.

Financial Planning for Study in the United States: A guide for students from other countries, rev. ed. New York: The College Board, 1980. \$40. (Available from College Board Publications, P.O. Box 886, New York, NY 10106.)

Provides foreign nationals with information about the costs of study in the United States and the responsibilities they will be expected to assume in order to meet those costs.

A Foreign Student's Selected Guide to Financial Assistance for Study and Research in the United States. Joe Lurie, ed. Garden City, NY: Adelphi University Press, 1985. \$22.50. (Available from Adelphi University Press, South Ave., Garden City, NY 11530.)

Provides information about financial assistance specifically reserved for, or open to, foreign nationals. The directory contains 232 undergraduate entries and 173 graduate entries from 298 U.S. colleges and universities. The guide also contains 19 award announcements from nonacademic institutions that can be applied towards study and/or research in the United States.

Guide to Graduate Study in Economics & Agricultural Economics in the United States & Canada. Wm. E. Owen & Larry R. Cross. Boulder, CO: University of Colorado, Economics Institute, 1982. \$19.95. (Available from University of Colorado, Economics Institute, Campus Box 259, Boulder, CO 80309.)

Describes individual department programs at colleges and universities throughout the United States and Canada, descriptions of special programs in the United States, general information for prospective students, and additional information for foreign nationals.

Also includes rankings of U.S. graduate programs and a code to fields of specialization.

Handbook of Trade and Technical Careers and Training, 1983-84 ed. Washington, DC: National Association of Trade and Technical Schools (NATTS). Annual. Free. (Available from NATTS, 2251 Wisconsin Ave., Suite 200, Washington, DC 20007.)

Trade and technical field descriptions plus the accredited postsecondary private schools that offer training. Schools and their addresses are listed.

Higher Education in the United States: Opportunities for foreign students. Edith Gann. New York: Institute of Human Relations, 1982. \$1. (Available from American Jewish Committee, Institute of Human Relations, 165 E. 56 St., New York, NY 10022.)

Lists public and private sources of financial assistance accessible to foreign students interested in studying in the United States. Information includes eligibility requirements, aid availability, and application procedures.

The Insider's Guide to the Colleges. The Yale Daily News, ed. 9th ed. New York: Congdon and Weed, Inc., 1983. Annual. \$9.95. (Available from St. Martin's Press, 175 Fifth Ave., New York, NY 10010.)

Compiled and edited by Yale University students, this book bases its entries on information and opinions culled from students attending the described colleges and universities. Entries, listed by state, include qualities of professors, food, dormitories, and local environs.

The International Student Guide to U.S. Colleges & Universities. New York: Monarch Press, 1982. \$8.95. (Available from Monarch Press, 1230 Ave. of the Americas, New York, NY 10020.)

Step-by-step guide to applying to a college or university in the United States, including application and selection procedures, forms to submit, visa and immigration information, life in the United States, and taking and passing the TOEFL exam.

An International Visitor's Guide to U.S. Higher Education. Washington, DC: American Council on Education, 1983. \$3. (Available from Division of International Education, American Council on Education, 11 Dupont Circle, Washington, DC 20036.)

The guide consists of four sections organized in individual booklets covering associations of higher education, governance, types, structures, administration and accreditation of U.S. higher education institutions; admission, faculty, students, and instruction; and financing higher education.

Lovejoy's Career and Vocational School Guide. 6th ed. New York: Simon and Schuster, Inc. 1982. \$5.95. (Available from Simon and Schuster, Inc., 1230 Ave. of the Americas, New York, NY 10020.)

Lists the over 35,000 career titles recognized by the U.S. Department of Labor and organizations providing career information in a variety of specific fields; indexes schools by field of study and provides a capsule description of each school.

Peterson's Annual Guides/Graduate Study. 1984. Diane Conely, series ed; 5 vols. 18th ed. Princeton, NJ: Peterson's Guides, 1984. Annual. Book 1: *Graduate and Professional Programs: An Overview* 1984, \$14.95. Book 2: *Graduate Programs in the Humanities and Social Sciences* 1984, \$20.95. Book 3: *Graduate Programs in the Biological, Agricultural, and Health Sciences* 1984, \$23.95. Book 4: *Graduate Programs in the Physical Sciences and Mathematics* 1984, \$17.95. Book 5: *Graduate Programs in Engineering and Applied Sciences* 1984, \$19.95. (Available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08540.)

Each book contains listings of colleges and universities that offer graduate programs in the specific fields noted in the title. Listings include profiles of the programs offered, costs, financial aid, facilities, faculty research, tests required for applicants, an index of abbreviations, and a field of specialization directory. Institutional entries also include information about special admissions test requirements, including TOEFL, and a contact person, address, and telephone number.

Who Offers Part-Time Degree Programs. Patricia Consollas, ed. Princeton, NJ: Peterson's Guides, 1981. \$9.95. (Available from Peterson's Guides, P.O. Box 2123, Princeton, NJ 08540.)

Lists over 2,000 colleges and universities in the United States that offer part-time degree programs. Sections are divided into schools and external programs. Includes an index to the colleges with information on enrollment and costs at individual institutions.

TRAINING AND SHORT-TERM STUDY

Allied Health Education Directory. 10th ed. Montroe, WI: American Medical Association, \$22.50. (Available from American Medical Association, 535 N. Dearborn St., Chicago, IL 60610.)

Lists information on educational programs and accreditation processes in 26 health occupations accredited by the Committee on Allied Health and Accreditation (CAHHA). The directory provides specific information on allied health educational programs.

American Dental Association's Annual Reports. Chicago: American Dental Association, 1983. Annual. Free. (Available from American Dental Association, Commission on Dental Accreditation, 211 E. Chicago Ave., Chicago, IL 60611.)

The American Dental Association publishes separate annual reports for Auxiliary Education, Dental Education, and Advanced Dental Education. The reports detail participating institutions and the programs they offer.

Bricker's International Directory: University Executive Programs 1984. Samuel A. Pond, ed. 15th ed. Woodside, CA: Bricker's International Directory, 1983. Annual. \$90. (Available from Bricker's International Directory, 425 Family Farm Rd., Woodside, CA 94062.)

A guide to over 250 general management and functional management programs offered by universities and selected academic institutions. The directory provides information on the institutions, location of the programs, dates and duration, tuition and fees, curriculum, faculty, method of instruction, size of classes, participant profile, living accommodations, special features, and official contacts.

Career Guide to Professional Associations. 2nd ed. Cranston, RI: Carroll Press, 1980. \$18.95. (Available from Carroll Press, P.O. Box 8113, 43 Quantum St., Cranston, RI 02920.)

Lists organizations by occupational field. Indicates whether organization publishes career guidance material and whether courses, seminars, or workshops are offered.

Catalog of Courses in Agriculture and Rural Development, 1984. Washington, DC: U.S. Department of Agriculture, 1984. Single copies free. (Available from U.S. Department of Agriculture, Office of International Cooperation and Development, Washington, DC 20250.)

Designed specifically for agriculturalists from developing nations, this catalog outlines over 50 programs. Programs range in focus from technical agricultural fields through management, communication, and trainer development principles.

Continuing Education for Business People. Andrea Pedolsky, ed. Detroit, MI: Gale Research Co., 1981. \$160. (Available from Gale Research Co., Book Tower, Detroit, MI 48226.)

Describes courses, conferences, seminars, workshops, and correspondence courses in business-related subjects. Describes programs in over 1,500 schools, colleges, and universities, including evening and extension courses. Also describes programs sponsored by professional and trade associations. A subject and sponsor index is included.

Directory of Campus-Business Linkages. Education and business prospering together. Dorothy C. Kenwick, ed. New York: Macmillan Publishing Co., 1983. \$14.95. (Available from Macmillan Publishing Co., Front & Brown Sts., Riverside, NJ 08370.)

A listing of cooperative projects between business and higher education, each entry contains basic program information such as program description, location, cost, and requirements. Also included are addresses, telephone numbers, and contact persons of both the campus and company sponsoring the program. Agencies and programs that provide orientation to foreign personnel on U.S. business practices are covered.

The Directory of the National Association of Art and Design. Reston, VA: National Association of Schools of Art and Design (NASAD), 1984. Annual. \$3. (Available from NASAD, Commission on Accreditation, 11250 Roger Bacon Dr., Reston, VA 22090.)

Lists the association membership, institutions, and units within institutions which offer degree programs in art, design, and related disciplines. Non-degree granting institutions which offer certificates are also included.

Directory of Public Service Internships. Debra L. Mann, ed. Raleigh, NC: National Society for Internships and Experiential Education, 1981. \$12. (Available from National Society for Internships and Experiential Education, 124 St. Mary's St., Raleigh, NC 27605.)

A directory listing over 125 internships and fellowship programs in the United States designed for graduate, post-graduate, and mid-career professionals. It includes program objectives, design, selection procedures, and requirements.

Directory of Residency Training Programs, 1981-1982. Chicago: American Medical Association, 1981. \$15. (Available from American Medical Association, 535 N. Dearborn St., Chicago, IL 60610.)

Contains information on admission of foreign medical graduates to U.S. residency programs and training programs for numerous medical specialty fields. Includes addresses for obtaining more detailed information.

Guide to Training Opportunities for Industrial Development. 12th issue. Vienna: United Nations Industrial Development Organization (UNIDO), 1983. Annual. Free. (Available from Training Branch-Division of Industrial Operations, UNIDO, P.O. Box 300, A-1400 Vienna, Austria.)

This annual bulletin lists and describes the UNIDO industrial training opportunities throughout the world. It also includes information on the services offered by UNIDO and how those services may be obtained. Programs offered are geared toward the post-graduate engineer, economist level or equivalent.

In-House Training and Development Programs. Andrea Pedolsky, ed. Detroit, MI: Gale Research Co., 1981. \$125. (Available from Gale Research Co., Book Tower, Detroit, MI 48226.)

Directory consists of six sections: profiles of in-house development programs, lists of nearly 1,000 schools, colleges, and universities that offer in-house training; more than 300 seminar packages located throughout the United States; over 300 consultants and consulting firms specializing in in-house training; and an annotated list of audiovisual resources and additional information on training and development programs.

Management Development Programs: The world's best. N.G. McNulty. New York: Elsevier Science Publishing Co., 1980. \$46.25. (Available from Elsevier Science Publishing Co., 32 Vanderbilt Ave., New York, NY 10017.)

Lists 74 management development programs in the United States, almost all at universities.

National Association of Schools of Music Directory. Reston, VA: National Association of Schools of Music, 1984. Annual. \$6. (Available from National Association of Schools of Music, 11250 Roger Bacon Dr., Reston, VA 22090.)

This directory lists institutions and units within institutions which offer degree programs in music-related disciplines as well as those programs in non-degree granting institutions. Each entry includes key personnel, addresses, and telephone numbers.

1984 Internships. Joan Bloss, ed. Cincinnati, OH: Writer's Digest Books, 1983. \$10.95. (Available from Writer's Digest Books, 9933 Alliance Rd., Cincinnati, OH 45242.)

Lists more than 16,000 short-term job opportunities. Descriptions include dates, length of internship, qualifications for positions, application procedures, deadline dates, and availability of college credit.

Practical Nursing 1983-84. New York: National League for Nursing, 1983. Annual. \$5 plus \$1.50 postage and handling in U.S., \$2.50 overseas. (Available from National League for Nursing, 10 Columbus Circle, New York, NY 10019.)

Provides descriptive listings of practical nursing programs in the United States. Includes information on program length, costs, requirements, housing availability, addresses, and contact persons.

Research Centers Directory. Mary Michele Watkins and James A. Raffner, eds. 5th ed. Detroit, MI: Gale Research Co., 1983. \$225. (Available from Gale Research Co., Book Tower, Detroit, MI 48226.)

Research centers are listed by subject area. The descriptions often note whether centers offer seminars, conferences, or opportunities for visiting scholars or professionals.

Seminars: The Directory of continuing and professional education programs. Howard Nelson, ed. Madison, WI: Seminar Locator, biannual, \$50. (Available from Seminar Locator, 525 N. Lake St., Madison, WI 53703.)

Organized by subject, this directory lists approximately 2,000 short-term study opportunities (mostly in the United States and Canada) per issue. Most are business-related, but medical, engineering, and technical listings are also included. Organizations offering short courses include industry, academic institutions, and government. Subscription includes a supplemental digest of Bricker's directory and other resource material.

SZS Workbook. 3rd ed. New York: Seminar Information Service, 1983. Annual, \$195. (Available from Seminar Information Service, 175 Fifth Ave., New York, NY 10010.)

Over 2,700 business and technical seminars with descriptions. Also included are over 300 seminar sponsors, the courses they offer, and upcoming schedules. A monthly newsletter with the latest dates and courses is included in the purchase price.

Training and Development Organizations Directory. Paul Wasserman, ed. 3rd ed. Detroit, MI: Gale Research Co., 1983, \$200. (Available from Gale Research Co., Book Tower, Detroit, MI 48226.)

A directory of training programs in hundreds of subject fields. Contains profiles on individuals and organizations that conduct training and development programs for business, industry, and government. Broad subject indexes by subject and location. Indexed by individuals and organizations.

World Meetings: Social and Behavioral Sciences, Human Service and Management. Thomas Wright, ed. New York: Macmillan Publishing Co., quarterly, \$140. (Available from Macmillan Publishing Co., Inc., Professional Books Division, 866 Third Ave., New York, NY 10022.)

A worldwide directory of professional meetings, some of which include workshops and short courses.

World Meetings: United States and Canada. Thomas Wright, ed. New York: Macmillan Publishing Co., Inc., quarterly, \$150. (Available from Macmillan Publishing Co., Inc., Professional Books Division, 866 Third Ave., New York, NY 10022.)

Lists professional meetings in the United States and Canada in the areas of science, technology, medicine, human service, management, and social and behavioral sciences.

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